

**Request for Proposal
For:**

Exterior Façade and Parapet Repairs

SAFETY BUILDING

**Milwaukee County Courthouse Complex
821 West State Street
Milwaukee, Wisconsin 53233**

Project Number O114-11445.SB



DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County

Pat Farley • DIRECTOR of ADMINISTRATIVE SERVICES

Gregory High • DIRECTOR of ARCHITECTURAL, ENGINEERING, & ENVIRONMENTAL

October 24, 2012

Project: Exterior Façade and Parapet Repairs
SAFETY BUILDING
Milwaukee County Courthouse Complex
821 West State Street
Milwaukee, Wisconsin 53233

Project Number: O114-11445.SB

Subject: **Request for Proposal**

Re: To all interested consultants:
Enclosed is a Request for Proposals (RFP) to provide professional design services.

INTRODUCTION

This is a Request for Proposal (RFP) authorized by the Director of Administrative Services for Milwaukee County to provide professional architectural and engineering design services required to complete construction documents for public bidding to execute exterior façade and parapet repairs to the Safety Building. Preparation of construction documents shall be based on the August 10, 2010 Visual Façade Evaluation Report (AST-1001), Priority 1 – Action Items, prepared by GRAEF and confirmation of exterior façade and parapet deficiencies by the selected consultant.

Project location:

Safety Building
Milwaukee County Courthouse Complex
821 West State Street
Milwaukee, Wisconsin 53233

GENERAL REQUIREMENTS OF ARCHITECT / ENGINEER

The qualified consulting firm shall have professional architects, structural engineers, and other engineering disciplines with expertise in building exterior facades and building envelope restoration to form an interdisciplinary project team who currently maintains professional licenses in the State of Wisconsin. The selected consulting firm shall have an established experience in building envelope / facade investigation, design of exterior façade repairs, and construction administration services in buildings having an exterior façade of cut stone panels. Major areas of practice shall include:

- Façade Assessment
- Design of Exterior Façade Repairs
- Repair of Façade Mortar Joints
- Cut Limestone Panel Repair and/or Replacement
- Investigation of Building Envelope Moisture Infiltration Control

Refer to the Type "A" agreement accompanying this document to find additional information regarding contract requirements for Milwaukee County Professional Services.

EXISTING BUILDING DESCRIPTION

The Public Safety building is located at the intersection of State Street and North Ninth Street and is adjacent to the MacArthur Square underground parking garage. The building was constructed in 1930 as two separate structures; the east portion was designed to house City of Milwaukee functions while the west portion was dedicated to County governmental departments. Although different architects and engineers designed each portion, the east – west sections are almost identical. The Safety Building currently houses Milwaukee County courts, their related support offices and various other County offices (including the District Attorney and portions of the Sheriff's Department).

The building is a six story steel frame structure with a poured in-place concrete joist and pan system. There are five primary mechanical equipment / elevator equipment penthouses. A main light court is located in the center of the Safety Building and is five stories above the first floor gymnasium. The exterior wall is constructed of an exterior cut limestone panels with masonry back up. The exterior windows are a combination of original industrial sash double hung units and retrofitted aluminum units.

GENERAL PROJECT DESCRIPTION

Areas needing repairs as evidenced by visible external distress (cracks in stone panels, cracked mortar joints, missing mortar in joints, step cracking, spalling at stone panels, etc...) were identified. Deficiencies that if left uncorrected could result in future façade system failure or a significant escalation of costs to repair. The lack of weather resistance in the exterior façade may not initially affect the integrity of the façade, but over a prolonged period of time may cause deterioration that reduces structural performance and significantly escalates repair costs.

The August 10, 2010 Visual Façade Evaluation Report (AST 1001) by GRAEF generally identifies areas of deterioration for repairs. Also see attached Cost Estimating Spreadsheet (September 22, 2010) by GRAEF identifying Priority 1 – Action Items, which have been adopted in the Milwaukee County 2012 capital improvement budget.

SCOPE OF CONSULTANT SERVICES

In general the successful Architect / Engineering consultant shall provide complete and comprehensive architectural / engineering design services, which shall include verification and documentation of existing items and areas of façade deterioration.

The selected consultant shall provide construction documents locating, detailing, and specifying corrective measures to the deteriorating conditions on the exterior façade and parapet of the Safety Building. AE&ES will make Contract Documents available to qualified bidders. During the bidding phase the selected consultant shall submit construction documents to State and Local agencies for required plan approvals, prepare necessary addenda, conduct an on-site pre-bid conference, and review submitted bids. Construction administration services shall also be provided by the selected consultant per Milwaukee County Type "A" agreement.

Construction documents shall be stamped and signed by the responsible architect / engineer with their Wisconsin Registration Seal(s). Refer to the Type "A" agreement accompanying this document to find additional information regarding contract requirements for Milwaukee County Professional Services. A description of the scope of selected consultant services follows:

GENERAL CONSULTANT REQUIREMENTS

- A. The Architect / Engineer (primary) consulting firm shall assemble a design team with members having an established experience in exterior façade assessment, investigation of building envelope moisture infiltration, design of exterior façade repairs, and construction administration services with buildings having conditions of deterioration in their exterior facades of cut limestone panels. If personnel are not available within the primary firm the selected consulting firm shall augment their project team with sub-consultants to meet the major "area of practices" stated above.

- B. Facilitate a project kick-off meeting and be prepared to attend periodic meetings to review the project status with the project team or other invitees as necessary to address planning and design issues.
- C. Provide a project design schedule denoting key milestone dates, deadlines, and timelines starting from the project kick-off meeting to when bids are due.
- D. Submit a minimum of three sets of (but not limited to) design development drawings, construction drawings, specifications, and pertinent product data as required for each project review meeting.
- E. A minimum of two (2) cost estimates shall be required. One preliminary cost estimate due at the design development review meeting and a second cost estimate due at the 90% contract document review meeting. The second cost estimate will be used to evaluate bids submitted during the bidding phase.
- F. Basic Design Services at the Design Development Phase:
 - 1) Verification of existing conditions on the exterior façade and perimeter parapet showing the extent of deterioration and items of exterior façade maintenance, as outlined in Priority 1 – Action Items on the attached Cost Estimating Spreadsheet by GRAEF for the Safety Building.
 - 2) Documentation of existing conditions of deterioration shall include the following:
 - a. Photographic record of existing conditions of deterioration. Photographs shall be numbered and each photograph's number shall be keyed on the existing exterior building elevations, locating where the photograph was taken.
 - b. Provide written comments by an on-site observer of the existing conditions. Comments on each existing condition shall correspond (numbered) to the photograph taken.
 - c. Design development drawings of the Safety Building shall include a site plan, floor plans, roof plan and exterior elevations denoting existing conditions. Provide enlarged exterior elevations as required to clearly identify the existing conditions.
 - 3) Repair conditions of exterior facade and perimeter parapet deterioration:
 - a. Repair methods – investigate potential solutions to restore existing conditions of deterioration.
 - b. Replacement – (if justified) investigate potential solutions to replace badly spalled or damaged cut limestone panels.
 - c. Building mortar joints – investigate exterior cut limestone panel mortar joint repair. Detail joint replacement procedure.
 - 4) The consultant shall prepare a preliminary cost estimate of exterior façade and parapet repairs, based on the existing conditions of deterioration as noted in the design development drawings.
 - 5) The selected consultant shall be responsible for taking meeting minutes, writing, and distributing meeting minutes to all project team members.
 - 6) Design development review meeting.
 - 7) Review project schedule, status of milestone dates and report status of project timeline.
- G. Basic Design Services at Construction Document Phase:
 - 1) Upon completion and approval of design development drawings, the selected consultant shall proceed to developed construction documents locating, detailing, and specifying corrective measures to the deteriorating conditions on the exterior façade and perimeter parapet of the Safety Building.
 - 2) Construction documents shall include:
 - a. Construction drawings shall provide the information (show the size, quantity, location, and relationship of the exterior façade components) required by a general contractor to correct the deteriorating conditions on the exterior façade and perimeter parapet.
 - b. Technical specifications (project manual) shall follow the Uniform Format Construction Index of the Construction Specifications Institute (CSI). In the technical specifications a minimum of three approved manufacturers shall be listed for major material items or systems.
 - c. Unit Pricing – The selected consultant shall recommend which corrective construction or construction materials the County should request unit prices on.

3). Additional items required in the Construction Document Phase:

- a. Three sets of "in-progress" contract documents for review by Milwaukee County at 50% completion (construction drawings only). See Project Timetable.
- b. Three sets of "in-progress" contract documents (construction drawings and specifications) will be needed for review by Milwaukee County at 90% completion. The 90% completion meeting will be the final review meeting before distribution of construction documents for bidding. This review meeting will include all County departments involved, consultant, and all sub-consultants. See Project Timetable.
- c. At the 90% completion review meeting provide a cost estimate prepared by an independent source (independent of selected consulting firm) experienced in exterior façade and parapet repairs with their associated cost. This detailed cost estimate shall be based upon the construction documents (90% completion) for the exterior façade and parapet repairs.
- d. Review, respond, and incorporate comments from the 90% review meeting into the final construction documents.
- e. The selected consultant shall be responsible for taking meeting minutes, writing, and distributing meeting minutes to all project team members.
- f. The selected consulting firm shall provide final construction documents (project manual and construction drawings) to Milwaukee County in a reproducible format for printing (Milwaukee County will be responsible for reproduction and distribution of construction documents for bidding). The selected consulting firm shall also provide Milwaukee County with a copy of the final construction documents in an electronic format.
- g. The selected consulting firm shall be responsible for submitting final construction documents to all State and Local agencies for all plan review and approvals required.
- h. The selected consulting firm shall be responsible for the accuracy of the services performed and promptly make necessary revisions or corrections resulting from negligent acts, and/or omissions without additional compensation. The consulting firm shall be responsible for losses or cost to repair or remedy as a result of the consultant's negligent acts, errors or omissions.

H. Basic Services Provide at Bidding Phase:

- 1) Document all information requested by bidders and interpretation of bidding documents in writing to the owner.
- 2) Attend pre-bid meeting, log attendance, tour site, and take minutes of pre-bid meeting.
- 3) Any information needed to clarify any condition, which might affect the cost of the work bid, shall be answered by an Addendum sent out no later than four (4) days prior to the close of bids. Prepare and deliver Addendum to Milwaukee County (AE&ES) for reproduction and mailing.
- 4) Coordinate with AE&ES all advertisement for bids. AE&ES will place the advertisement for bids.
- 5) Review submitted bids for conformance with County bidding requirements and review contractor's qualifications pertaining to exterior façade and parapet repairs. Make recommendations as to award contract.

J. Basic Services Provide at Construction Administration Phase:

- 1) Attend Pre-Construction meeting.
- 2) Answer Request for Information (RFI) submitted by the General Contractor. If required and approved by Milwaukee County prepare a Construction Bulletin to answer Request for Information (RFI) by the General Contractor. Prepare and deliver all Construction Bulletins to Milwaukee County (AE&ES) for reproduction and mailing.
- 3) Review and approve with Milwaukee County (AE&ES) all shop drawings, product data, and samples covering specified materials in the bidding documents.
- 4) The selected consultant shall provide construction administration; coordination and on-site observation of the work in compliance with Wisconsin Stats. Chapter 443, compliance with Contract Documents, and determine quality and acceptability of materials provided.

- 5) The selected consultant shall provide on-site for construction observation (a minimum of ten times) and on-site verification of substantial completion. On-site observation shall be equally space for the duration of construction and shall correspond with scheduled construction meetings.
- 6) Upon notification by the contractor that work is complete the selected consultant shall be on-site to observe completed construction and verify its compliance with the contract documents. Consultant shall note any work that is non-compliant, prepare, and submit a punch-list to AE&ES for distribution to the contractor. Consultant shall verify (on-site) the corrected work and completion of the punch-list items, verify substantial completion, and final substantial completion documentation for the project.

QUALITY CONTROL

- A. Milwaukee County Department of Administrative Services is required by Milwaukee County policy to monitor and track quality control of design and construction projects.
- B. Milwaukee County Department of Administrative Services will track, categorize and identify reasons for changes to the bid documents during construction. The quality control procedures established and practiced by the selected consultant is expected to result in minimal changes in construction due to contract documents errors and/or omissions in the bid documents.
- C. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the bid documents.

PROJECT TIMETABLE

a.	First Advertisement - RFP	Monday	10/29/2012
b.	Second Advertisement – RFP	Monday	11/05/2012
c.	Pre-Proposal Meeting	Wednesday	11/14/2012
d.	Proposals Due	Monday	11/26/2012
e.	Tentative Contract Awarded	Monday	12/10/2012
f.	Design Development Review	Wednesday	01/09/2013
g.	50% Contract Document Review	Monday	02/11/2013
h.	90% Contract Document Review	Wednesday	03/06/2013
i.	Final Contract Documents	Monday	03/11/2013
j.	Department Approval & Signatures	Monday	03/18/2013
k.	Printing & Document Distribution for Bidding	Wednesday	03/20/2013

ADDITIONAL SERVICES

1. The selected Architect / Engineering consulting firm may be required to provide additional services. Additional services, if required, shall be based on Additional Services Rate Itemization listed in Section 4.2 of the attached Consultant Agreement.

PRE-PROPOSAL MEETING

1. The Pre-Proposal Meeting will conform to Milwaukee County's Proposal Preparation, Submission, and Evaluation Guidelines. The Pre-Proposal Meeting and site visit is scheduled for Wednesday; November 14, 2012 at 10:00 AM. It will be held first at the Facilities Management office and then proceed to the job-site, Safety Building:

Milwaukee County Courthouse
Facilities Management Office
Room G-1
901 North Ninth Street
Milwaukee, Wisconsin 53233

PROPOSAL CONTENT

1. Cover:

Shall include the project name, project number, project location, consultant's, address, telephone number, fax number, proposal date, etc...

2. Table of Contents:

Shall identify by section and page number the material include in the proposal submitted.

3. Letter of Transmittal:

The letter of transmittal shall include the name and description of the organization submitting the proposal. Also briefly state the submitter's understanding of the service to be provided.

4. Experience:

Include a list of similar projects that your organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five, giving a brief description of each project, staff participation, and sub-consultants used. Also include any similar projects that your organization has done with Milwaukee County.

5. Project Organization:

Include an organizational chart of the project team, including the relationship of the sub-consultants to be used for this project. On the organizational chart state the Principal-In-Charge of this project along with their professional registration number in the State of Wisconsin. Clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge. Provide a resume of each project team member and a description of their related experience including time contributed in this capacity on past projects.

6. Alternate:

Include the name of an Alternate Principal-In-Charge in the event that the originally declared Principal-In-Charge is not able to fulfill their duty. The Department of Administrative Services also reserves the option to select an Alternate Principal-In-Charge.

7. Sub-Consultants:

Indicate the names and addresses of consultants and/or associates proposed in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state there past experience in the field.

8. Project Approach:

Provide a brief description of how this project will be handled by your consulting firm from design development through substantial completion. List methods that will be used to identify items or areas of façade deficiencies.

9. Scheduling:

Provide a bar chart of the project schedule; indicate a sequence, timetable, and relationship to tasks, which are necessary to complete the project. Submit an alternate schedule if the proposed schedule couldn't be met.

10. Constant Effort:

Include a spreadsheet / matrix listing the names, classifications, hourly rates, and relationship of tasks, which are necessary to complete the project as, described in this Request for Proposal.

11. DBE Requirements:

Milwaukee County's policy is to achieve seventeen percent (17%) Disadvantaged Business Enterprise (certified DBE firms) participation in the professional services work to be performed. The proposal must list names and addresses of the DBE firms used, the tasks performed by them and percentage of the work performed by them. For assistance, contact the DBE office at (414) 278-5248.

12. Equal Opportunity:

The consultant(s) must be an Equal Opportunity Employer.

13. Fee Proposal:

- The fee for this project shall be clearly stated as a lump sum amount, not-to-exceed, for basic services as detailed in this document.
- Reimbursable expenses for this project shall be clearly stated as a lump sum amount, not-to-exceed, as stated in the Type "A" Agreement – Guidelines For Reimbursable Expenses.
- Additional services will be made on an actual cost not-to-exceed basis and shall not be included in the lump sum fee for Basic Services.

PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT

1. The Proposal must be submitted by Monday; November 26, 2012 at 2:00 P.M. to:
Architectural, Engineering, & Environmental Services
City Campus, second floor
2711 West Wells Street
Milwaukee, Wisconsin 53208
p. (414) 278-4854
f. (414) 223-1366
Attention: Walter L. Wilson, FAIA, NOMA
Principal Architect
2. Six (6) copies of the Proposal must be submitted in a sealed envelope only. No other container is acceptable.
3. Each envelope must be identified with the submission date, project number, project title, consulting firm's name, and address. Envelopes which are not properly identified or received after the time and date as noted above will be rejected.
4. Proposal must respond to each component as listed in PROPOSAL CONTENT, in order as presented and in the form or format as requested. Each response must identify the heading and must respond entirely to each segment without reference to any other part of the Proposal.
5. The proposal must be submitted in a single bound 8-1/2 inch by 11-inch document.
6. In order to expedite the Agreement award process, each Prime Consultant is to completely fill in and include the attached Stipulated (lump sum) Standard Prime Consultant Agreement for Professional Services Type "A" Agreement. Insurance forms as required per agreement will be required from the successful consultant only.

PROPOSAL EVALUATION / CONSULTANT SELECTION

1. Proposal will be evaluated and ranked on the following criteria:

• Quality and responsiveness to the Request for Proposal.	20%
• Project approach and understanding, including strategy to perform requested work.	30%
• Qualifications and experience of Architect / Engineering consulting firm.	25%
• Fee and hourly rates.	15%
• Qualifications / Experience of DBE Consultant.	10%
Total	100%
2. The evaluation team will be made up of three (3) to five (5) individuals with technical knowledge of the requirements, and familiarity with the project.
3. Selection of the Architect / Engineering consulting firm will be made entirely on the basis of the items requested in the Request for Proposal and as addressed in the Proposal.
4. Consultants submitting a proposal must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

GENERAL CONSULTANT SELECTION REQUIREMENTS

1. The successful prime consultant shall disclose in their proposal any affiliation with a contractor(s) that may consider submitting bids in the construction bidding process for this project. Milwaukee County reserves the right to reject any and all proposals if determined to be in the best interest of Milwaukee County.

Request for Proposal Exterior Façade and Parapet Repair
SAFETY BUILDING
Project Number: O114-11445.SB

2. The proposal shall conform to all attached documents. All proposals should use this Request for Proposal and its attachments as the sole basis for the proposal. The issuance of a written addendum, to the RFI, is the only official method through which interpretation, clarification or additional information will be given.
3. All costs for preparing, attending the selection interview (if required), or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
4. Please return six (6) copies of your proposal no later than Monday, November 26, 2012 at 2:00 PM to Walter Wilson - Principal Architect.

Address: Architectural, Engineering, Environmental Service
 City Campus
 2711 West Wells Street
 Milwaukee, WI. 53208

Please direct any questions regarding this Request for Proposal in writing at the above address or FAX to (414) 223-1366

Walter L. Wilson, FAIA, NOMA
Principal Architect

ATTACHMENTS:

1. Safety Building
Visual Façade Evaluation Report (AST-1001) by GRAEF dated August 10, 2010.
2. Safety Building
Cost Estimating Spreadsheet by GRAEF, dated September 22, 2010.
3. Type "A" agreement for Milwaukee County Professional Services.

Cc: Jim Burton, Director, Facilities Management
 Greg High, Director, AE&ES
 Philip Schmidt, Project Manager / Architect
 Gary Drent, Fiscal & Budget Manager

ATTACHMENT: ONE

Project: Exterior Façade and Parapet Repairs
SAFETY BUILDING
821 West State Street
Milwaukee, Wisconsin 53233

Project Number: O114-11445 .SB

Subject: **Visual Façade Evaluation Report (AST-1001) by GRAEF – dated August 10, 2010**

Department of Criminal Justice

SAFETY BUILDING

821 West State Street

Milwaukee, Wisconsin

AST-1001

Visual Façade Evaluation Report

August 10, 2010



Prepared for:

Milwaukee County

Department of Transportation and Public Works

Prepared by:

GRAEF

125 South 84th Street, Suite 401

Milwaukee, WI 53214

Bloom Companies, LLC

10501 West Research Drive, Suite 100

Milwaukee, WI 53226

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Part I. Recommendations

Action Items

Deterioration of this building is so extensive that a more detailed evaluation is warranted. The following repairs should be completed as soon as possible and no later than one year:

1. East Building Elevation: Repair broken stone panel under the bridge to the adjacent building (See Figure 5-1).
2. South Building Elevation: Repair cracked stone panel at the top level of the southwest corner on the south elevation of the building (See Figure 5-2).
3. Main Roof Parapet: Portions of the east and west roof parapet have a significant quantity of joints that are missing mortar. It appears the mortar was removed for a repair but was not reinstalled (See Figure 5-3).

Recommendations for General Building Maintenance and Repairs

This report documents eight different building components of the overall building façade as follows:

- Main building elevations.
- Two separate roof parapets, one at the roof level and the second at the sixth floor level.

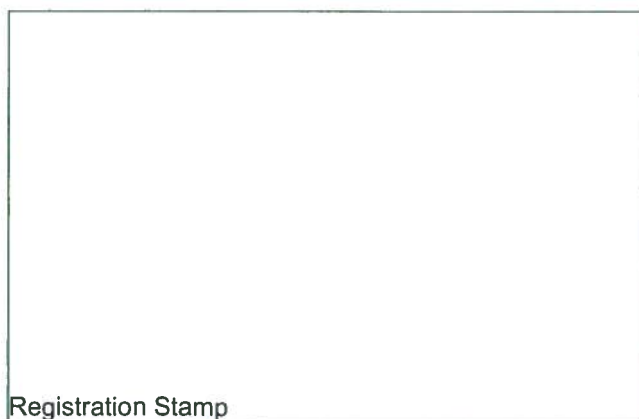
2. Repair cracked and missing mortar at main building elevation stone panel and coping stone joints. In particular, install mortar where it is missing in the joints of the decorative parapet panel band at the sixth floor level.
3. Repair cracked stone panels and cracked sill and lintel panels at windows.
4. Repair shifting of miscellaneous stone panels at corners of lower roof parapet.
5. Remove and replace failed coping sealant on main building roof parapets, courtyard parapets
6. Repair cracks and spalls in south and west areawall walls. Repair walls that have shifted or bowed out of plane.
7. Replace windows with corroded frames and cracked glass in windows.

Repair items 1 through 6 should be completed within two years. Repair item 7 should be completed within 3 years.

Recommendations for Future Evaluation Schedule

Building should be visually evaluated every five years.

Additional evaluations may be required based on the findings of the future visual evaluation.

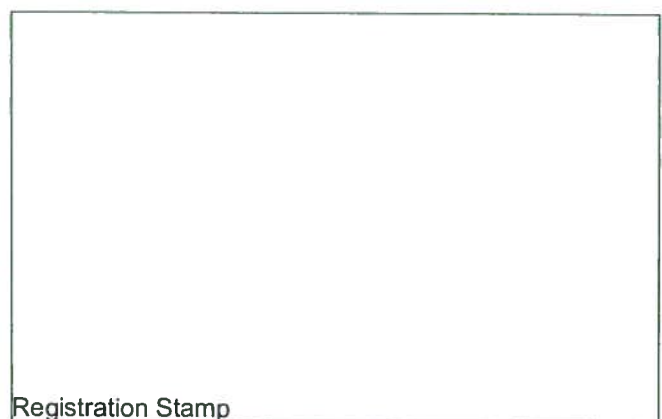


Registration Stamp

GRAEF

125 South 84th Street, Suite 401

Milwaukee, WI 53214



Registration Stamp

Bloom Companies, LLC

10501 West Research Drive, Suite 100

Milwaukee, WI 53226

Part II. General Information

Building Description

The building exterior is constructed with stone panels. The building interior courtyard is constructed with brick. There are five penthouses on the roof. The original four penthouses, one on each side of the courtyard, are constructed with brick. A second penthouse on the west side of the courtyard is constructed with metal siding walls.

Location Plan

Refer to Figure 2-1 for site plan of the building showing adjacent streets, and the relationship of the building to adjacent buildings.

Site Plan

Refer to Figure 2-2 for site plan of the building showing façade locations.

Building Elevations

Refer to Figures 2-3 to 2-8 for overall photographs of the building elevations.

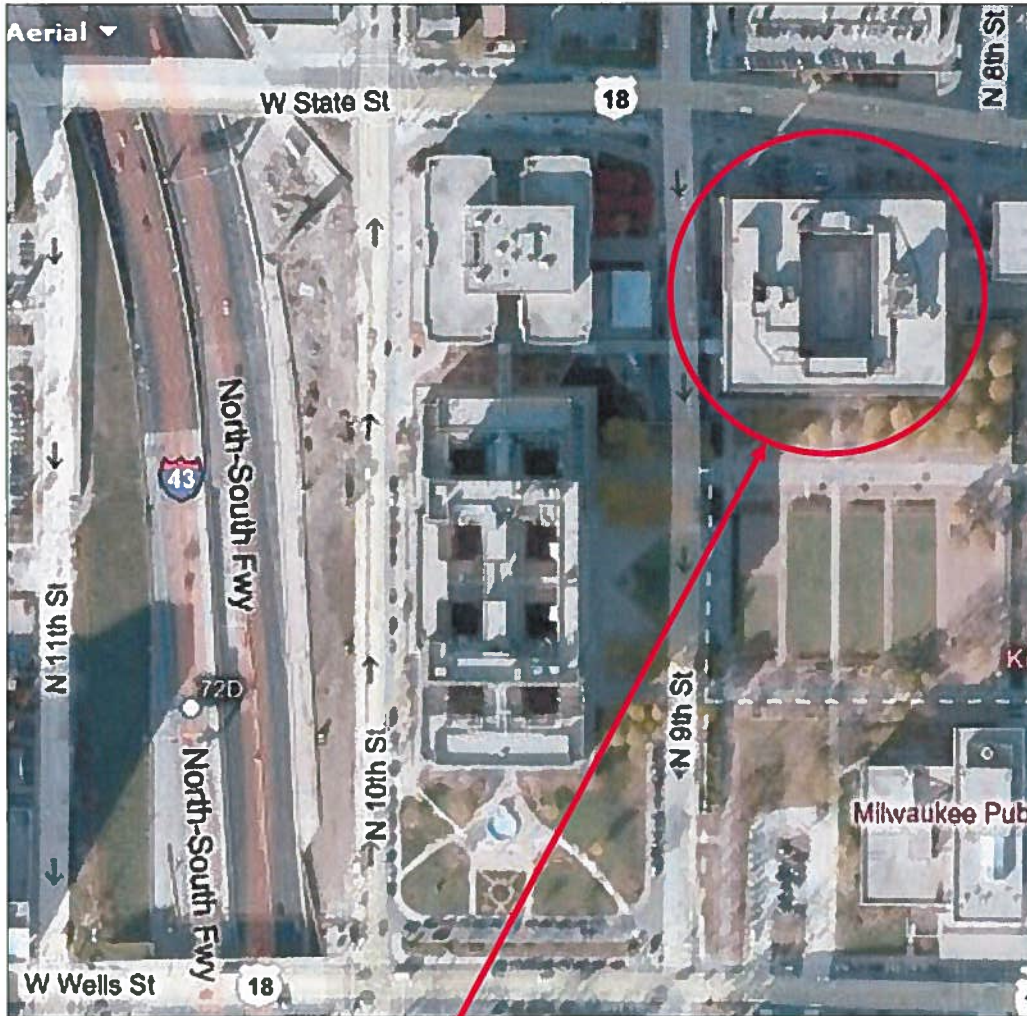


Figure 2-1. Location Plan.



Safety Building

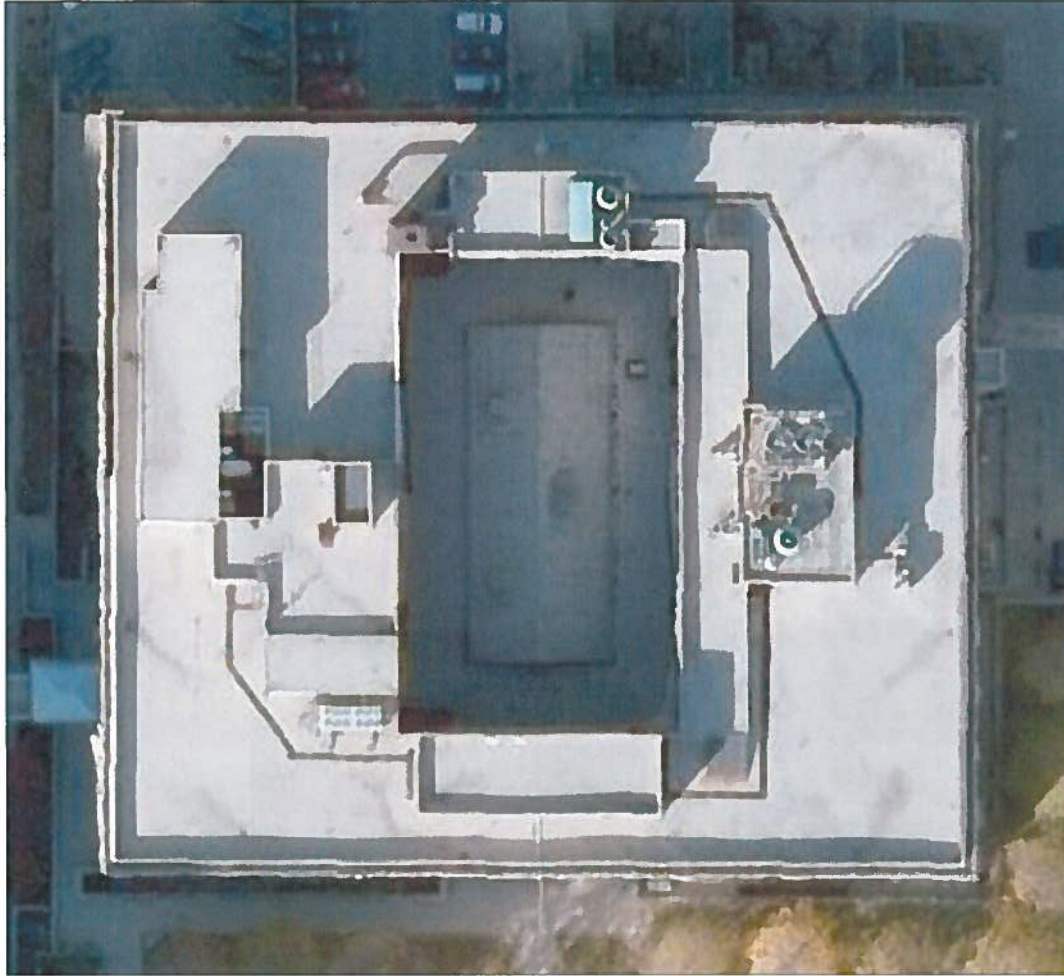


Figure 2-2. Site Plan.





Figure 2-3 North Elevation

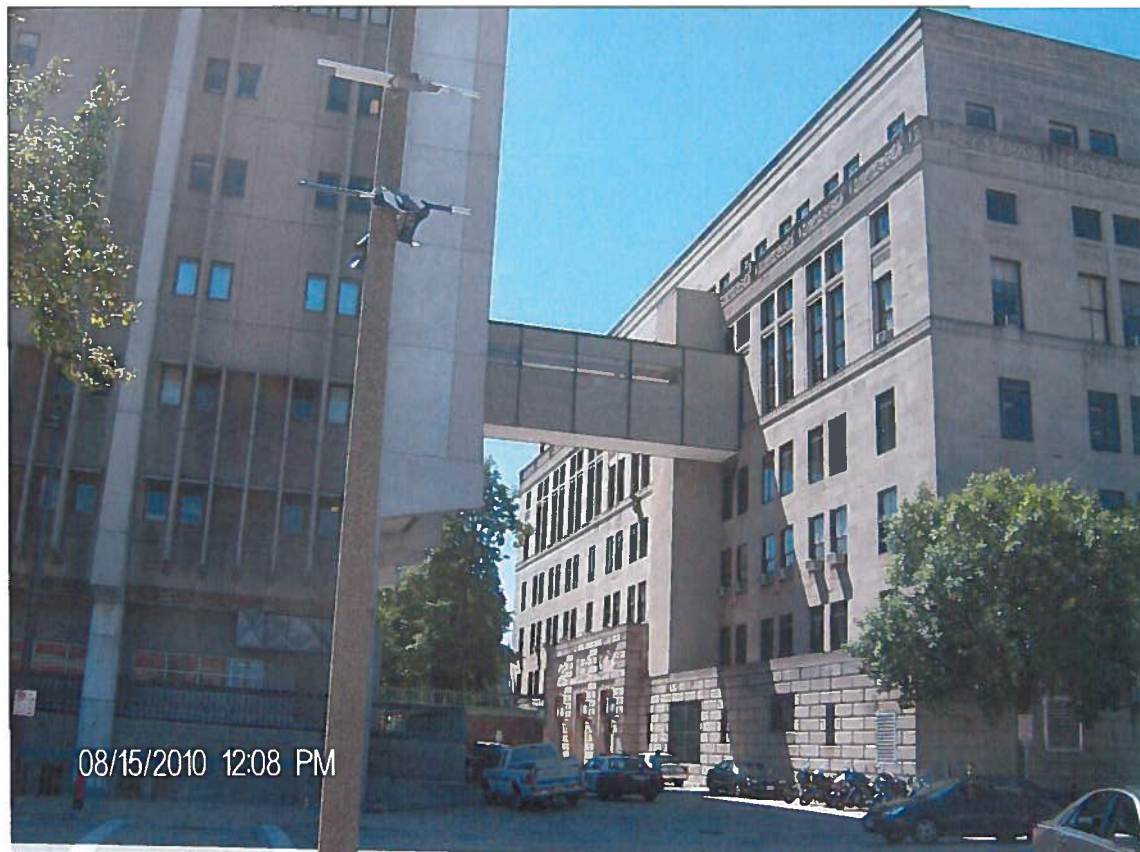


Figure 2-4 Partial East Elevation A



Figure 2-5 Partial East Elevation B

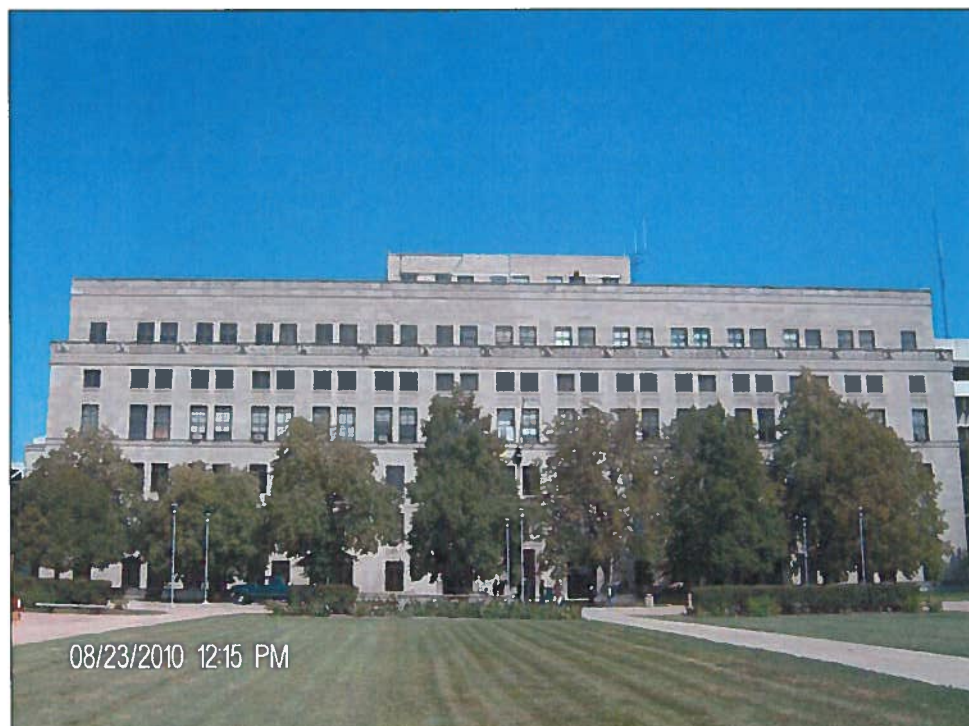


Figure 2-6 South Elevation



Figure 2-7 West Elevation A



Figure 2-8 West Elevation B

Part III. Description of Visual Evaluation

Visual Evaluations

The facade was visually observed on August 10, 2010. The observation covered all building elevations including all exterior facade components, soffits, and other overhangs and features as applicable. The entire facade was viewed remotely from ground level using binoculars if appropriate. All observations were documented by notes and photographs. Refer to Part IV for general comments and photographs that are representative of typical conditions. Conditions that require further study or are deemed to show significant deterioration or distress are indicated in Part V.

Report Preparation and Use

The observations, findings, and recommendations contained in this report are based on the professional judgment of a qualified professional experienced in this type of work using that degree of skill and care normally exercised by reputable consultants performing similar services under like assignments and circumstances.

This report is provided by a professional with the understanding that, because of the physical properties of the many materials commonly used for constructing facades and the limitations on detecting concealed internal wall distress, a visual evaluation may not find "unsafe and imminently hazardous conditions" in the facade that are not visible from the exterior. Therefore, submittal of the visual evaluation report is not a representation that all "unsafe and imminently hazardous conditions" in the facade have been identified. Additional study may be warranted to fully evaluate conditions of the facade.

The observations noted, were performed without disassembling or damaging the existing exterior wall systems. No calculations have been performed to determine the adequacy of the original facade design, or subsequent alterations or repairs. No physical tests were made, samples taken, or equipment operated to evaluate performance of the existing facade.

Part IV. Conditions of Minor Distress or Deterioration

Areas needing repairs or maintenance as evidenced by minor visible external distress were identified. Potential repairs are required to correct deficiencies that if left uncorrected could result in future façade system failure or a significant escalation of costs to repair. For example, the lack of weather resistance may not initially affect the structural integrity of the facade, but over prolonged periods may cause deterioration that reduces structural performance and significantly escalates repair costs. The lack of weather resistance may also affect the performance of other building components, such as building insulation and interior finishes. These considerations are beyond the scope of this project. Preventative maintenance is recommended to prolong the facade in quality working order through the expected useful life of the building.

North Elevation

- Cracks in stone panels.
- Cracked mortar joints.
- Missing mortar in joints.
- Cracks in stone panels above and below windows.
- Broken stone panels at window jamb and cracked stone panel at sill.
- Step cracking.
- Cracked stone at numerous locations at first floor level.
- Crack in stone panel above door at several locations.



Figure 4-1 Cracks in stone panels.

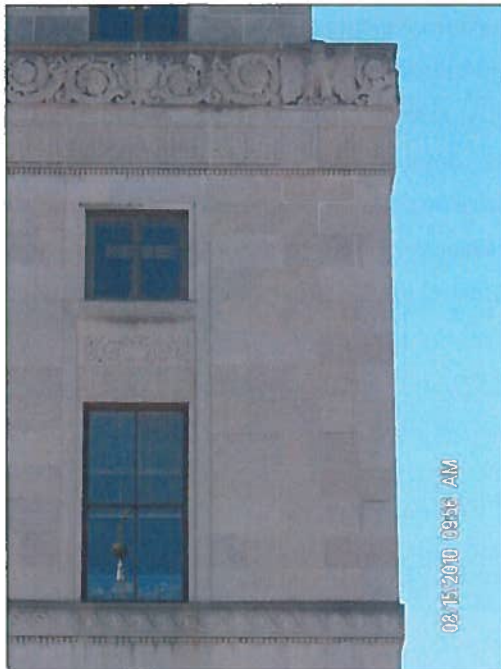


Figure 4-2 Cracked mortar joints.



Figure 4-3 Missing mortar in joints.

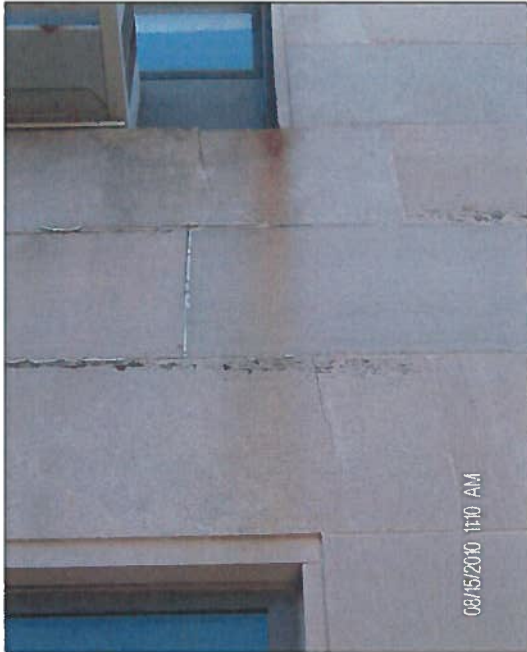


Figure 4-4 Cracks in stone panels above and below windows.



Figure 4-5 Broken stone panel at window jamb and cracked stone panel at sill.



Figure 4-6 Step cracking.



Figure 4-7 Cracked stone at numerous locations at first floor level.



Figure 4-8 Crack in stone panel above door at several locations.

East Elevation

- Cracked mortar joint above louver. Stone panel has shifted.
- Crack in stone panel in lower level wall at numerous locations.
- Deteriorated mortar joint at wall interface. Stone panel has shifted.
- Poor quality stone, cracked mortar joint.
- Missing mortar in decorative stone panel joint at numerous locations.
- Cracked mortar joints at numerous locations.
- Cracks in stone panels and step cracking at numerous locations.
- Crack in stone panel above window at numerous locations.
- Broken stone panel. Part of the panel appears to have spalled off and more of the panel could spall and fall to the ground.



Figure 4-9 Cracked mortar joint above louver. Stone panel has shifted.



Figure 4-10 Crack in stone panel in lower level wall at numerous locations.

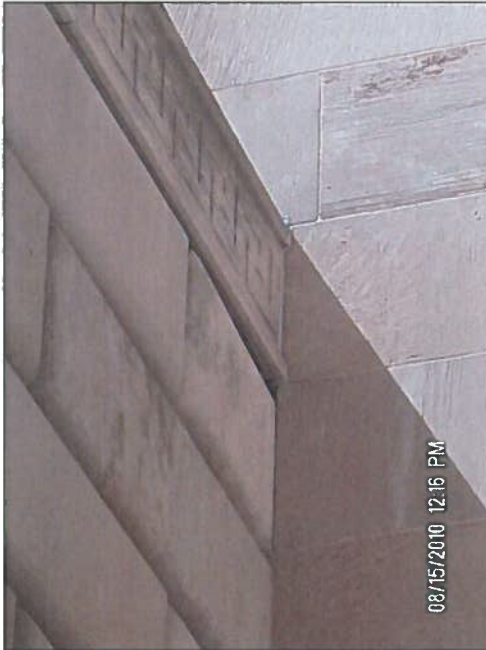


Figure 4-11 Deteriorated mortar joint at wall interface. Stone panel has shifted.



Figure 4-12 Poor quality stone, cracked mortar joint.



Figure 4-13 Missing mortar in decorative stone panel joint at numerous locations.



Figure 4-14 Cracked mortar joints at numerous locations.



Figure 4-15 Cracks in stone panels and step cracking at numerous locations.



Figure 4-16 Crack in stone panel above window at numerous locations.



Figure 4-17 Broken stone panel. Part of the panel appears to have spalled off and more of the panel could spall and fall to the ground. (See Part V, Condition 1)

South Elevation

- Step cracking.
- Missing mortar in joint.
- Missing mortar in joint in decorative stone band at numerous locations and other missing mortar in joints.
- Cracked glass in window at numerous locations.
- Stone panel face delaminated.
- Cracks in stone panels in numerous locations.
- Cracks in stone panels and in lintel stone panel.
- Missing mortar in joint and cracks in stone lintel.
- Cracks in sill stone panel and missing mortar in joints.
- Cracks in lintel and sill stone panels and cracked mortar joints.
- Cracked mortar in joints and cracked sill and lintel stone panels.
- Cracks in corner stone panels, cracked mortar joints and shifted stone panel.
- Cracked mortar joints at coping stone.
- Cracked mortar joints at all corner decorative panels.
- Missing mortar joints at coping stone of lower perimeter building roof.
- Rusty window frames.
- Cracked stone panels in area well.
- Anchors in stone panels at numerous locations.
- Failed sealant joint, cracked and spalled panels at area well.

- Failed sealant at sidewalk.
- Area well south wall bowed in and mortar in joints are cracked.



Figure 4-18 Step cracking.



Figure 4-19 Missing mortar in joint.

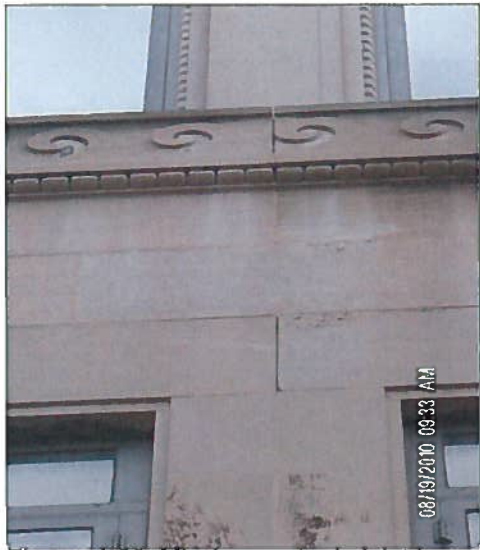


Figure 4-20 Missing mortar in joint in decorative stone band at numerous locations and other missing mortar in joints.



Figure 4-21 Cracked glass in window at numerous locations.



Figure 4-22 Stone panel face delaminated.



Figure 4-23 Cracks in stone panels in numerous locations.



Figure 4-24 Cracks in stone panels and in lintel stone panel.



Figure 4-25 Missing mortar in joint and cracks in stone lintel.



Figure 4-26 Cracks in sill stone panel and missing mortar in joints.



Figure 4-27 Cracks in lintel and sill stone panels and cracked mortar joints.



Figure 4-28 Cracked mortar in joint and cracked sill and lintel stone panels.



Figure 4-29 Cracks in corner stone panels, cracked mortar joints and shifted stone panel (See Part V, Condition 2).



Figure 4-30 Cracked mortar joints at coping stone.



Figure 4-31 Cracked mortar joints at all corner decorative panels.



Figure 4-32 Missing mortar joints at coping stone of lower perimeter building roof.



Figure 4-33 Rusty window frames.



Figure 4-34 Cracked stone panels in area well.

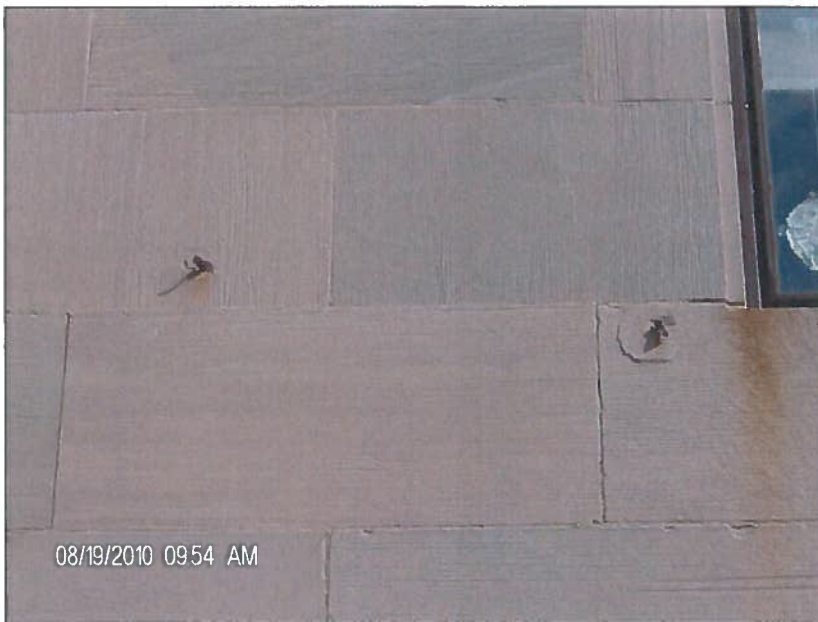


Figure 4-35 Anchors in stone panels at numerous locations.



Figure 4-36 Failed sealant joint, cracked and spalled panels at area well.



Figure 4-37 Failed sealant at sidewalk.

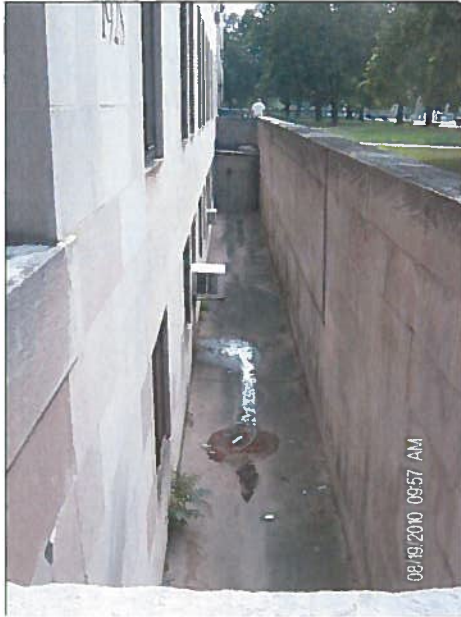


Figure 4-38 Area well south wall bowed in and mortar in joints are cracked.

West Elevation

- West wall of area well has shifted and mortar joints are cracked.
- Failed joint sealant, cracked mortar joints and cracked stone at numerous locations.
- Cracks in sill and lintel stone panels.
- Missing mortar and cracked mortar in joints.
- Cracked lintel panel, cracked mortar joints and spalled stone jamb.
- Area well west wall is seriously deteriorated. The wall has cracks with efflorescence at numerous locations and spalls at mid-level. The wall has shifted and is leaning inward several inches (See Figures 4-44 and 4-45).



Figure 4-39 West wall of area well has shifted and mortar joints are cracked.



Figure 4-40 Failed joint sealant, cracked mortar joints and cracked stone at numerous locations.

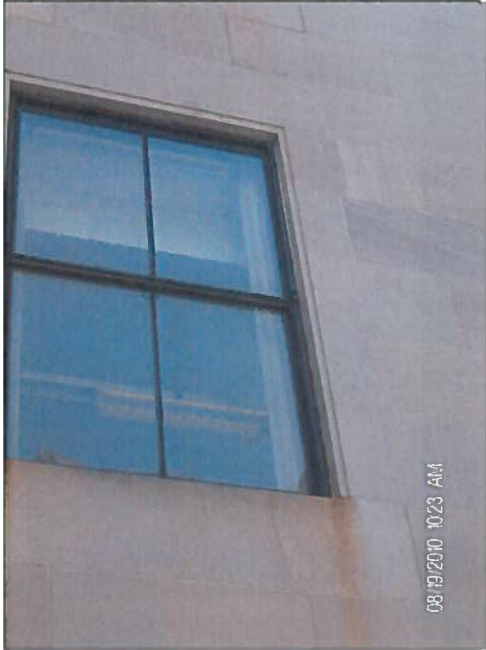


Figure 4-41 Cracks in sill and lintel stone panels.



Figure 4-42 Missing mortar and cracked mortar in joints.



Figure 4-43 Cracked lintel panel, cracked mortar joints and spalled stone jamb.



Figure 4-44 Area well west wall is seriously deteriorated. The wall has cracks with efflorescence at numerous locations.



Figure 4-45 Area well west wall has spalls at mid-level. The wall has shifted and is leaning inward several inches.

North Roof Parapet

- Cracked brick and failed coping sealant at numerous locations.
- Cracked mortar joints at numerous locations.



Figure 4-46 Cracked brick and failed coping sealant at numerous locations.



Figure 4-47 Cracked mortar joints at numerous locations.

East Roof Parapet

- Failed coping sealant at numerous locations.
- Missing mortar in joints at numerous locations.
- Cracked brick.

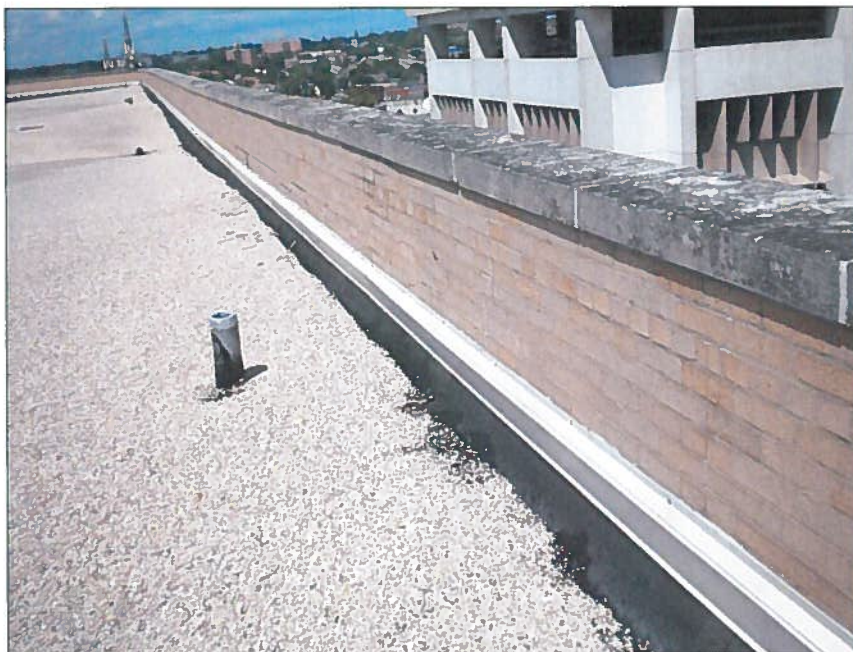


Figure 4-48 Failed coping sealant at numerous locations.



Figure 4-49 Missing mortar in joints at numerous locations.



Figure 4-50 Cracked brick.

South Roof Parapet

- Cracked brick.
- Failed coping sealant at numerous locations.
- Cracked mortar joint.
- Moisture entering wall. Mold growing in mortar joint.



Figure 4-51 Cracked brick.



Figure 4-52 Failed coping sealant.



Figure 4-53 Cracked mortar joint.



Figure 4-54 Moisture entering wall. Mold growing in mortar joint.

West Roof Parapet

- Cracked brick.
- Delaminated coping sealant at numerous locations.
- Failed coping sealant at numerous locations.

- Missing mortar in joints at numerous locations.



Figure 4-55 Cracked brick.



Figure 4-56 Delaminated coping sealant at numerous locations.



Figure 4-57 Failed coping sealant at numerous locations.



Figure 4-58 Missing mortar in joints at numerous locations.

Part V. Conditions of Significant Distress or Deterioration

Conditions of significant distress and deterioration that affect the integrity of the facade on each elevation are summarized below. Representative photographs are included of the conditions that require additional examinations, studies or require corrective action. Recommendations for additional studies, plan reviews, close up inspection, stabilization or repairs are provided in Part I.

Condition 1

- Broken stone panel. Part of the panel appears to have spalled off and more of the panel could spall and fall to the ground (See Figure 5-1).



Figure 5-1 Broken stone panel. Part of the panel appears to have spalled off and more of the panel could spall and fall to the ground.

Condition 2

- Cracks in corner stone panels, cracked mortar joints and shifted stone panel at southeast corner (See Figure 5-2).



Figure 5-2 Cracks in corner stone panels, cracked mortar joints and shifted stone panel.

Condition 3

- Missing mortar in joints at numerous locations (See Figure 5-3).



Figure 5-3 Missing mortar in joints at numerous locations.

ATTACHMENT: TWO

Project: Exterior Façade and Parapet Repairs
SAFETY BUILDING
821 West State Street
Milwaukee, Wisconsin 53233

Project Number: O114-11445.SB

Subject: **SAFETY BUILDING**
Cost Estimating Spreadsheet by GRAEF – dated September 22, 2010

Milwaukee County Building Facade Evaluations - Cost Estimating Spreadsheet - September 22, 2010

Criminal Justice Courthouse Complex		AST No.	Priority 1 - Action Items - in the next year	Cost	Priority 2 - Maintenance Items - in the next 2 - 3 years	Cost
Criminal Justice Facility		927	Re-Anchor Bird Control Strips	\$ 10,000	Re-Caulk Sidewalk Joints	\$ 10,000
			Remove Loose Stone at Cornice	\$ 1,000	Repair Paint Metal Doors 10	\$ 5,000
			Re-Caulk Building - All Faces	\$ 800,000	Paint Sallyport Area Items	\$ 2,000
			Repair Spalled Quirk-Miter	\$ 5,000	Paint Security Window Frames	\$ 125,000
			Anchor Pipe Railing at Southeast Corner	\$ 2,000	Repair Loading Area Items	\$ 5,000
					Paint 3 Roof Ladders	\$ 2,000
Safety Building		1001	Repair Panel Under Bridge	\$ 2,000	Replace Cracked Brick	\$ 15,000
			Repair Panel - Southwest Corner	\$ 10,000	Repair Cracked Stone Panels	\$ 300,000
			Rebuild Parapet on Exterior Wall	\$ 500,000	Tuckpoint Cracked Brick Mortar Joints	\$ 20,000
			Interior Courtyard Parapet Repairs (already budgeted)	Not Included	Tuckpoint Cracked Stone Panel Mortar Joints	\$ 300,000
					Replace Failed Coping Sealant	\$ 15,000
					Replace Old Corroded Windows	\$ 500,000
					Repair Both Areaawell Walls	\$ 100,000
			Subtotal	\$ 1,330,000	Subtotal	\$ 1,399,000
			Design and Administration Costs @ 20%	\$ 266,000	Design and Administration Costs @ 20%	\$ 280,000
			Total	\$ 1,596,000	Total	\$ 1,679,000

ATTACHMENT: THREE

Project: Exterior Façade and Parapet Repairs
SAFETY BUILDING
821 West State Street
Milwaukee, Wisconsin 53233

Project Number: O114-11445 .SB

Subject: **PROFESSIONAL SERVICES**
Type "A" – Agreement without Outside Construction Manager

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
STIPULATED SUM (LUMP SUM) STANDARD
PRIME CONSULTANT AGREEMENT
FOR
PROFESSIONAL SERVICES

(Type "A" Agreement
Without Outside Construction Manager)

PROJECT TITLE: Professional Architectural/Engineering Design Services for:
Exterior Façade and Parapet Repairs
SAFETY BUILDING
Milwaukee County Courthouse Complex

PROJECT LOCATION: 821 West State Street
Milwaukee, Wisconsin 53233

PROJECT NO: O114-11445.SB

Agency _____ Org. No. _____ Object No. _____

Project Code _____ Activity _____ Function _____

Category _____

Consultant Firm: _____

Address: _____

(City) _____ (State) _____ (Zip Code) _____

Phone No. _____ Fax No. _____

E-Mail _____

Type of Services: _____

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THIS AGREEMENT, entered into this _____ day of _____, 20____,

between MILWAUKEE COUNTY, hereinafter designated as MILWAUKEE COUNTY or OWNER, and

hereinafter designated as CONSULTANT is subject to the following conditions.

1. GENERAL CONSULTANT

- 1.1 The Consultant shall provide Professional Architectural and/or Engineering Services for the various phases of the project, as may be authorized, in accordance with the Terms and Conditions of this Agreement.
- 1.2 The Consultant shall designate in the space provided below one principal of the firm responsible to Owner and available to answer questions, make decisions, and bear full responsibility for the Project.

_____ is designated principal.

2. PROJECT SCOPE

- 2.1 Work within scope of this Agreement shall include the attached scope of work on a Lump Sum Not-To-Exceed and Reimbursable Expense Basis as outlined in this Agreement.

2.1.1 The work as described by the "Scope of Project", accompanying the Request for Proposal; (Attachment A).

2.1.2 Owner's desired completion dates for critical items: (Refer to paragraph 3.8 Performance Time)

- .1 Programming
- .2 Contract Documents
- .3 Bid Opening
- .4 Construction Start
- .5 Substantial Completion/Occupancy

3. BASIC SERVICES

Services shall be furnished by the Consultant for performance of the following as may be requested in the Request for Proposal and the "Scope of Project". BASIC SERVICES shall include all work described herein except as more specifically described, required, added, or modified by the Request for Proposal, Scope of Project and Addenda.

3.1 Programming and/or Master Plan Phase

- 3.1.1 From interviews, research, and study of the Owner's needs, the Consultant shall prepare a program and an estimate of probable construction costs for the project. Elements of the program shall include a full description of:
- 1) Exterior and interior functional areas and spaces of the Project, with technical and equipment requirements on each;
 - 2) Comparisons between existing and proposed facilities and systems;
 - 3) Diagrams to describe proposed circulation and relationships between functional areas and departments;
 - 4) Description of provisions for future changes and growth;
 - 5) Narrative of the rationale for proposed program and prioritized options to maintain project budget.
- 3.1.2 Upon completion of the Preliminary Program, the Consultant shall submit three copies of drafts of same for review.
- 3.1.3 After review, the Consultant shall incorporate necessary corrections and additions into the final report and submit three copies to Owner for approval.

3.2 Schematic Design Phase

- 3.2.1 Based upon the approved written program and budget, the Consultant shall further examine the site and existing facilities, study existing conditions, and, based on the programmed analysis of Owner's requirements, prepare studies and drawings of suggested solutions, outline suggested construction materials and systems, and submit recommendations for approval by Owner.

3.2.2 The Consultant shall prepare drawings and other exhibits which are conceptual in character and closely follow the program developed and accepted in the Programming Phase.

3.2.3 The Consultant shall incorporate in these schemes conceptual building plans, preliminary sections and elevations, influence of site, selection of building systems and materials, and show approximate dimensions, areas and volumes.

3.2.4 The Consultant shall submit an Estimate of Probable Construction Costs upon which Owner can evaluate Project and determine whether to proceed with Design Development Phase.

3.2.5 The Consultant shall submit three copies of Schematic Design Phase documents for review.

3.3 Design Development Phase

3.3.1 After receiving approval of the Schematic Design Phase submittal, the Consultant shall develop design and prepare drawings and other documents to fix and describe the size and character of the entire Project as to site work, architectural, structural, mechanical, and electrical systems, equipment, construction materials, and such other essentials as may be appropriate, including functional and operational aspects of facilities.

3.3.2 The Consultant shall design Project in compliance with applicable Local, State, and National Codes, ordinances and regulations, and with requirements or service rules of utilities having jurisdiction.

3.3.3 The Consultant shall provide revised Estimate of Probable Construction Costs provided during Schematic Design Phase.

3.3.4 The Consultant shall submit three copies of the Design Development Phase documents for review.

3.4 Contract Documents Phase

3.4.1 After receiving approval of Design Development Stage submittal, the Consultant shall prepare Drawings and Specifications for bidding and construction purposes, including what testing, warranties, and guarantees are required of the parts and systems. When documents are approximately 80 percent complete, the Consultant shall submit three copies to Owner for review and comments.

3.4.2 When the documents are 100% complete, the Consultant shall submit three copies to Owner for Approval of completed Bidding Documents and an updated Estimate of Probable Construction Costs.

3.4.3 The Consultant shall conform to Owner's current standard formats on file in Architecture, Engineering and Environmental Services Division of Milwaukee County Department of Administrative Services, 2711 West Wells Street, 2nd Floor, Milwaukee, Wisconsin (53208).

3.4.4 After the 100% complete bidding documents have been approved by the Owner, the Consultant shall submit one signed, stamped original set of Bidding Documents suitable for use in reproducing document sets for distribution during the bid process, unless otherwise specified in the agreement.

3.5 Bidding Phase

3.5.1 Owner will make Contract Documents available to Bidders. Owner will determine cost and other terms. Owner will direct bidding of Contracts. (Informal, formal, multiple or single prime construction contracts.)

3.5.2 Consultant shall:

.1 Coordinate with Owner for Advertisement for Bids. Owner will prepare and place Advertisement of Bids.

.2 Make application for required plan approvals. Pay State and Local Plan Examination Fees and be reimbursed at cost. (Fee for General Building Permit to be paid by Contractor.)

.3 Prepare necessary addenda copies for distribution required to amend or clarify Bidding Documents. Complete Addenda so Bidders have access to them at least 5 working days prior to bid opening. Owner will mail out Addenda copies if they are delivered no later than 7 working days prior to bid opening

- .4 Conduct a pre-bid conference, log attendance, tour site and take minutes of the conference, with one copy to Owner.
- .5 Review bids for conformance with bidding requirements. Make recommendations as to award of contract(s).

3.5.3 If the low acceptable bid total received exceeds by five percent (5%) the Estimate of Probable Construction Costs submitted prior to bidding, the Consultant shall revise the Bidding Documents, and rebid the project at no additional cost to Owner.

3.6 Construction Phase

3.6.1 The Consultant shall provide clarifications necessary for construction; review and approve shop drawings and other submittals; coordinate colors and materials with Owner as defined in Contract Documents.

3.6.2 The Consultant shall provide administration; coordination and on-site observation of the work in compliance with Wis. Stats. Chapter 443; confirm compliance with Contract Documents; determine quality and acceptability of materials provided and interpret Contract Documents; observe required tests; make recommendations regarding Change Orders and payments to contractors; and make recommendations as to Substantial Completion and final acceptance of the Project.

3.6.2.1 The Consultant shall issue a Construction Bulletin (CB) in response to all Requests for Information (RFIs) estimated to impact the construction contract dollar amount by more than \$5,000.00. A CB may be required on a case-by-case basis by the Owner for RFIs estimated to impact the construction contract dollar amount by less than \$5,000.00.

3.6.3 The number of additional Consultant visits to site shall be as stated in the "Request of Proposal".

3.6.4 The Consultant shall not have authority over or responsibility for means, methods, techniques, sequences or procedures of construction selected by Contractor(s) for safety precautions and programs incident to the work of Contractor(s) or for the failure of Contractor(s) to comply with laws, rules or regulations, ordinances, codes, or orders applicable to Contractor(s) furnishing and performing work.

3.7 General Consultant Services

Consultant services applicable to the above phases include:

3.7.1 Conferences with Owner, Users, Prime Contractors and sub-contractors required reviewing and resolving questions regarding the Project.

3.7.2 When requested by Owner, the Consultant shall attend presentations and appearances before public bodies with Owner to discuss details, to comment, to recommend, to give progress reports, and to obtain approvals.

3.7.3 Cost Control: The Budget established by Owner for the construction of the Project and Consultant Fee shall be considered as absolute. The Consultant shall advise Owner in writing.¹ If directives or actions of Owner increase the scope or cost of the Project or are considered by Consultant to constitute Additional Services under this Agreement.

- .2 If Consultant becomes aware that current market conditions have changed sufficiently to preclude construction within the limits of the approved budget.

3.7.4 The Consultant shall recommend to Owner the obtaining of such investigations, surveys, tests, analyses, and reports as may be necessary for proper execution of Consultant's services.

3.7.5 Consultant shall comply with Wisconsin Laws pertaining to registered architects and engineers, and Federal, State, and Municipal Statutes, codes, and regulations relating to responsibilities in design and administration of this Contract.

3.8 Performance Time

The Consultant shall complete the following time schedule for the performance of consultant's services:

- .1 Programming and/or Master Plan Phase.
- .2 Schematic Design Phase.
- .3 Design Development Phase.
- .4 Contract Document Phase.

Schedule shall show each phase of project in working days including review times, and if required, sub-schedules to define critical portions of schedule. The schedule shall be mutually acceptable to Consultant and Owner and, at a minimum, shall be consistent with the completion dates included in 2.1.2.

3.9 Record Documents

See Attachment "H".

3.10 Sub-consultant Services

Should Consultant find it necessary or advisable to employ sub-consultants for performing services under this Agreement, the following shall apply:

3.10.1 Consultant shall:

.1 Be responsible for services performed by sub-consultants under this Agreement.2 Be compensated for the cost of sub-consultants as provided under Payments. (Sub-consultant compensation is included in the overall Basic Compensation Total).

3.10.2 Sub-consultants employed shall be engaged in conformance with the following:

- .1 Obtain Owner's written approval for the hiring of each proposed sub-consultant to be used in performance of the contractual obligations under this Agreement. Milwaukee County's Project Manager will indicate such approval and/or rejection on Attachment Form "I-1".
- .2 Within five (5) days of the above approval, sub-consultant shall execute Attachment Form "J-1" binding sub-consultant to the terms and conditions of this Agreement including the Audit and Inspection of Records requirements.
- .3 Milwaukee County will not approve as a sub-consultant a person connected with a firm manufacturing, selling, or installing material or equipment that is or may be included in Project.
- .4 Approved sub-consultant firms shall also complete Attachment Form "B-1" (Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule) for potential additional services to be requested at a later date.

3.10.3 Unless otherwise approved by Owner, Consultant shall not employ sub-consultants within the Consultant's specialties; i.e. architectural design for architects, electrical for electrical engineers, HVAC for HVAC engineers, etc.

3.10.4 Fees for sub-consultants shall be compensated by Owner as billed to Consultant. (There shall be no mark up for costs/fees billed by sub-consultants.)

3.11 Additional Services

(Based on hourly service rates - see attachment "B-1").

Services described in this Article are not included in Basic Services, and shall be paid by Owner in addition to compensation for Basic Services. The services described under Paragraph 3.11 shall only be provided if authorized in writing by the Owner following a mutual agreement of the scope of the additional services and negotiation of a fair and reasonable actual cost "not-to exceed" fee.

3.11.1.1 If Owner and Consultant agree that the performance of this agreement requires representation at the construction site in addition to that described in Subparagraph 3.6.2, then Consultant shall provide one or more Project Representatives to assist in carrying out of such additional on-site responsibilities.

3.11.1.1 Through the observations by such Project Representatives, the Consultant shall endeavor to provide further protection for Owner against defects and deficiencies in Work, but furnishing such project representation shall not modify rights, responsibilities or obligations of consultant as described elsewhere in this Agreement.

3.11.2 Making revisions in Drawings, Specifications or other documents when such revisions are:

- .1 The result of a change by Owner from a previous instruction or approval given by the Owner, including revisions made necessary by adjustments in Owner's program or Project budget;
- .2 Required by enactment or revision of codes, laws or regulations subsequent to preparation of such documents; or
- .3 Due to changes required as a result of Owner's failure to render decisions in a timely manner.

3.11.3 Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, Owner's schedule or method of bidding and contracting for construction.

3.11.4 Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work.

3.11.5 Providing services made necessary by the default of a Contractor, by major defects or deficiencies in the work of a Contractor, or by the failure of performance of either the Owner or a Contractor under Contract for Construction.

3.11.6 Providing services in connection with a public hearing, arbitration proceeding or legal proceeding except where Consultant is party thereto or as exempted by Section 4.3.1.

3.11.7 Providing services to apply for and obtain code variances, if necessary.

3.11.8 Provide an inventory and placement of Owner's existing furniture and equipment.

3.11.9 Providing other services as requested by the Owner.

3.12 Reimbursable Expenses

See Attachment "C" for specific description of reimbursable expenses.

Reimbursable expenses are limited to those not included in the Consultants and/or Sub-consultants' "Overhead Factor".

3.12.1 The allowance for all reimbursable for the project shall not exceed _____
_____. Dollars (\$ _____).

4. Compensation (Applicable to both Consultant and Sub-consultants)

Consultant compensation for services shall be based on the following terms and conditions:

4.1 Basic Services Compensation Total for the project by Consultant including all Sub-consultants shall be

The "Stipulated" sum of _____
Dollars (\$ _____).

4.2 Additional Services Rate Itemization

The form on which the Additional Services Rate Itemization is reported and approved is included as Attachment B-1. (By Consultant and Sub-consultants)

On Attachment Form "B-1" list staff by name, including clerical staff, which will be assigned to the Project.

Overhead rate (Overhead Factor less profit) contained within the Overhead Factor submitted by Consultant and each Sub-consultant shall be Federal Acquisition Regulation (48 CFR 1-31) audit certified. Provide a copy of the most recent auditor's report for each rate.

If Consultant or Sub-consultant does not possess a FAR audit certified rate then each shall submit (Attachment B-2 of 2) their proposed rate, for the fiscal year, with identification of the accounting method used and certification that the proposed rate contains only those indirect costs proper and appropriate for the

Type of professional services sought by this Agreement. It is understood and agreed that no direct charge will be made for labor or expenses included in the overhead factor.

"Overhead Factor" and the "Principal's Flat Rate" shall include but are not limited to reimbursement of the following:

- | | |
|--------------------------------------|---|
| - Social Security | - Office Utilities |
| - Vacation, Holiday & Sick Pay | - General Office Expenses |
| - Pension & Personal Insurance Plans | - Dues & Subscriptions |
| - Local Telephone & Fax Service | - Profit |
| - Insurance | - Registration Fees |
| - Postage & Shipping (see "C-2") | - Legal & Accounting Expenses |
| - Taxes | - Auto Expenses, Parking |
| - Office & Drafting Supplies | - Travel costs to locations within a 100-mile radius of Milwaukee |
| - Repairs & Maintenance | - Meals |
| - Selling Expense | - Use of Cad Equipment and Systems (Including drawing plots) |
| - Office Rental | - Miscellaneous Overhead |
| - General Advertising | |

For personnel changes during the term of this Agreement submit a new Form "B-1" within sixty (60) days of adding or deleting staff used or permanent classification changes. In case of added personnel or classification changes, the new "Direct Salary Rate/Hour" will not increase more than 10 percent above the Rate previously listed for the specific classification being replaced.

4.3 Payment for Approved Additional Services

If approved Additional Services as set forth in Section 3.11 above are performed, Consultant shall be paid for such services and expenses on the basis of hourly rates set forth in paragraph 4.2. Amounts paid may be in excess of the Basic Compensation.

4.3.1 Non-Reimbursable Costs and Services- If arbitration or court proceedings are brought against Owner for damages or other relief attributable to the negligent acts of Consultant or defective drawings, specifications, or other Contract Documents for which the Consultant is responsible, Consultant, to the extent Consultant is found responsible, shall assume the defense, bear any related legal expense, and satisfy awards and judgments resulting from such claims. The Consultant shall pay the costs of revisions to drawings or other documents because of errors or omissions on the part of Consultant.

- Costs not specifically mentioned in Attachment "C".

5. PAYMENTS

Payments to Consultant for services shall be made as follows:

5.1 Monthly invoices: Forms D-1 & 2 for "Basic Services Compensation" and Forms D-1, 2 and 3 for approved "Additional Services". (See Attachment "D"). All costs submitted on these Forms shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to the Agreement. Except for documentation specifically required by Forms D-1, D-2 & D-3, all other supporting documentation shall not be submitted but shall be clearly identified and readily accessible as specified herein under Article 8., AUDIT AND INSPECTION OF RECORDS.

5.1.1 Bill each individual Annual project or requested service separately following the format of Owner's Forms D-1, D-2 and/or D-3 not more than once monthly or when project Consultant service is complete. Each billing shall be for not less than \$500, except for the final billing for an amount due.

5.2 Monthly Invoices and Retainage

Owner will make payments to Consultant within 30 days of invoice approval on the basis of monthly billings prepared by the Consultant and approved by the Owner. Payments will be made on the basis of ninety five percent (95%) of the approved statement. No retainage, however, shall be withheld for reimbursable expenses.

5.3 Progress Payment limitations

Progress payments for basic services shall total no more than the following percentages of total basic compensation payable.

Program and Master Plan.....	Percent (10)
Schematic Design.....	Percent (25)
Design Development	Percent (40)
Contract Documents.....	Percent (78)
Bidding	Percent (82)
Construction Administration.....	Percent (100)

5.4 Final Payment

5.4.1 Final payment shall be made after the following have been accomplished:

- .1 Owner is in receipt of Consultant's signed Certification of Substantial Completion (A.I.A. Document G704) in conformance with Contract Documents (for each contract).
- .2 Owner is in receipt of "Record Documents".
- .3 Owner is in receipt of Consultant's invoice labeled "Final Billing".
- .4 Owner has determined that Consultant has performed the obligations under this Agreement.

5.4.2 Final payment shall be the release of the five percent (5%) retainage, held by Owner from partial payments for performance under this Agreement.

5.4.3 Upon notification from Milwaukee County to the Consultant that the obligations under this Agreement have been completed, the Consultant shall within 30 calendar days submit for payment a final invoice for any remaining unpaid charges. Should the Consultant fail to respond within the 30 days, the County will assume no additional charges have been incurred. The County will transmit to the Consultant notice of termination of this Agreement with a check for any remaining retainage.

6. DISPUTE RESOLUTION

6.1 Claims, disputes and other matters in question between the Consultant and the Owner arising out of or relating to the Agreement or breach thereof, which cannot be resolved through negotiation between the parties, shall be subject to and decided by the process and procedures set forth in the most recent edition of Article 6 of AIA Document B901, Part 1, (1996 edition, not bound herein) Dispute Resolution – Mediation and Arbitration.

7. CONSULTANT'S RESPONSIBILITY

7.1 Insurance & Proof of Financial Responsibility for Claims

Purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims of tort as respect damage to persons or property and third parties in such coverage and amounts as required and approved by the County Risk Manager. Furnish acceptable proof of such coverage to the County Risk Manager prior to services commenced under this Agreement.

7.1.2 Provide evidence of the following coverage and minimum amounts.

Type of Coverage	Minimum Limits
Wisconsin Workers Compensation	Statutory
Employers Liability & Disease	\$100,000/\$500,000/\$100,000
General Liability	
Bodily Injury & Property Damage to include personal injury, fire, legal, products and Complete operations	\$1,000,000 Per Occurrence \$1,000,000 Aggregate
Contractual Liability	
Professional Liability	
Errors & Omissions	\$1,000,000 Per Occurrence
Refer to paragraph 7.2 for additional conditions	
Environmental Impairment Insurance	\$1,000,000 Aggregate (If Required)
Automobile Liability	
Bodily Injury & Property Damage	
All Autos	\$1,000,000 Per Accident

7.1.3 Except for Environmental Impairment Insurance, Professional Liability (Errors and Omissions), Workers Compensation and Employers Liability, name OWNER as an additional insured in the general liability policy as their interests may appear as respects services provided in this Agreement. Afford Owner Thirty (30) day written notice of cancellation or non-renewal.

7.1.3.1 Place insurance specified above with an A rated carrier per Best's Rating Guide approved to do business in the State of Wisconsin. Submit deviations or waiver of required coverage or minimums in writing to Owner's Risk Manager for approval as a condition of this Agreement. Waivers may be granted when surplus lines and specialty carriers are used.

7.1.4 Submit certificate of insurance for review to Owner for each successive period of coverage for duration of this Agreement.

7.1.5 Required certificates shall be part of Attachment "E".

7.2 Professional Liability - Additional Provisions

7.2.1 Provide additional information on professional liability coverage as respects policy type, i.e., errors and omissions for consultants, architects, and/or engineers, etc.; applicable retention levels; coverage form, i.e., claims-made, occurrence; discovery clause conditions; and effective, retroactive, and expiration dates, to Owner's Risk Manager as requested to obtain approval of coverage as respects this section.

7.2.2 Be responsible for the accuracy of the Services performed under this agreement and promptly make necessary revisions or corrections to Services resulting from negligent acts, errors or omissions without additional compensation.

7.2.3 Give immediate attention to these revisions or corrections to prevent or minimize delay to project schedule.

7.2.4 Be responsible to the Owner for losses or costs to repair or remedy as a result of CONSULTANT's negligent acts, errors or omissions.

7.2.5 It is understood and agreed that coverage, which applies to services inherent in this Agreement, will be extended for two (2) years after completion of Work contemplated in this project if coverage is written on a claims-made basis.

7.2.6 Deviations and waivers may be requested in writing based on market conditions to Owner's Risk Manager. Approval shall be given in writing of any acceptable deviation or waiver to the Consultant prior to the Consultant effecting any change in conditions as contained in this section. Waivers shall not be unduly withheld nor denied without consultation with the Consultant.

7.2.7 Obtain information on the professional liability coverage of sub-consultants and/or sub-contractors in the same form as specified above for review by Owner's Risk Manager.

7.3 Compliance with Governmental Requirements

7.3.1 Evidence satisfactory compliance for Unemployment Compensation and Social Security Reporting as required by Federal and State Laws.

7.4 Indemnity

Each party agrees to the fullest extent permitted by law to indemnify, defend and hold harmless, the other party, and its agents, officers and employees, from and against all loss and expenses including costs and attorney's fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of its employees or agents which may arise out of or are connected with the activities covered by this AGREEMENT. Each party shall further indemnify the other from, and defend against, any liability or expenses (including reasonable attorneys' fees) arising out of or relating to an act or omission by it or its employees arising out of or relating to (1) Federal, state, or other laws or regulations for the protection of persons who are members of a protected class or category of persons, (2) sexual discrimination or harassment, (3) any personal injury (including death) received or sustained by any employee of either party, its subcontractors, agents, or invitees for any reason not covered by workers compensation, and (4) any personal injury (including death) sustained by a third party or property damage by reason of any act or omission, negligent, or otherwise, to the extent caused by a party or its employees.

7.5 Conflict of Interest

7.5.1 Consultant shall not specify, recommend, nor commit Owner to purchase or installation of material or equipment from an entity with which Consultant has financial or ownership interest without obtaining prior approval.

7.6 Cost and Scheduling

See Attachment "G" - Cost & Scheduling Systems Requirements.

The Consultant shall prepare for inclusion with "Attachment A - Scope of Project" a "Scope and Budget" spreadsheet that is intended to represent the Consultant team's work plan, estimates of cost by task, and the consequent development of the "Not-To-Exceed" compensation totals for each services provided. The Spreadsheet shall identify all scheduled project tasks, assigned staff and firm, estimated labor hours for each staff by task, the cost per hour for each, reimbursable expenses, and total cost for each staff by task. Reimbursable expenses shall be totaled to correspond with each allowance indicated in Article 3.12.1. Additional columns on the spreadsheet shall provide a breakdown of project cost by Consultant and sub-consultant.

If specifically requested by Owner, the spreadsheet shall also contain the direct salary rate per hour, overhead rate and profit for each staff and columns shall be totaled to identify the direct labor, overhead, and profit breakdown of each Basic Services Compensation Total indicated in Article 4 of this Agreement.

Concurrent with each monthly invoice the Consultant shall submit an "Earned Value" spreadsheet in the same format as described above. This spreadsheet shall identify project cost and value earned through the date of each invoice. A pay application will not be accepted for payment processing without an appropriate and accurate identification of earned value on this spreadsheet. Each "Earned Value" spreadsheet shall correspond and agree with the project schedule updates required in Attachment G.

8. OWNER'S RESPONSIBILITIES

8.1 Owner will provide information regarding the requirements for Project, which will set forth Owner's objectives, schedule, constraints and criteria.

8.2 Owner will designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner or such authorized representative shall render, in a timely manner, decisions pertaining to documents submitted by the Consultant.

8.3 Owner will furnish surveys required by the Project, and not otherwise provided in the Consultant's proposal, describing physical characteristics, legal limitations and utility locations for the site of the Project and a written legal description of the site. Surveys and legal information will include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; utility services and lines, both public and private, above and below grade, including inverts and depths. Survey information will be referenced to the project benchmark.

8.4 Owner will furnish the services of geotechnical engineers when the Consultant requests such services.

8.5 Owner will furnish structural, mechanical, and other laboratory and environmental tests, required by law or the Contract Documents.

8.6 Owner will give prompt written notice to Consultant if Owner becomes aware of a fault or defect in the Project or Consultant's nonconformance with the Contract Documents.

8.7 Owner will utilize a Consultant grading procedure for Consultant's performance on each County project. The Project Manager will grade consultant's performance and share preliminary grading with the Consultant. Consultant will have an opportunity to review and comment on the performance report. The final report along with Consultant comments will become part of the Project file and will also be added to a database tabulating all such performance ratings. (See Attachment K-2 of 2)

9. AUDIT AND INSPECTION OF RECORDS

9.1 The authorized representative of Owner and of other governmental agencies to whom Owner may be responsive shall have access for the purpose of making audits, examinations, excerpts, and transcriptions of books, documents, papers, accounting records, time sheets, and other evidence pertaining to costs incurred and relating to Consultant's performance under this Agreement. Such materials shall be available at reasonable times during the Agreement period and for a period of three (3) years from the date of final payment under this Agreement.

10. OWNERSHIP OF DOCUMENTS

10.1 Upon completion of the Project, Consultant shall provide reproducible copies of drawings, specifications, calculations, reports and other documents for this project prepared by Consultant to Owner, which will become the property of the Owner. (See Attachment "H").

10.2 If Consultant's services are terminated prior to completion of the Project, Owner will indemnify and hold Consultant and Consultant's sub-consultants harmless for costs or claims for damages arising out of use of incomplete documents, interpretation, revision, alteration, or omission to the documents which are not made by Consultant or sub-consultants. Should Owner reuse documents, created by Consultant, the seals and certifications of Consultant and sub-consultants shall be invalid, shall not be used and shall be deleted and Owner will indemnify and hold Consultant and Consultant's sub-consultants harmless for cost or claims for damages arising out of the reuse of the documents.

11. EQUAL EMPLOYMENT OPPORTUNITY

11.1 In accordance with Section 56.17 of the Milwaukee County General Ordinances and Title 41 of the Code of Federal Regulations, Chapter 60, Consultant certifies as to the following:

11.1.1 Non-Discrimination

- .1 The Consultant shall not discriminate against an employee or applicant for employment because of race, color, national origin, age, sex, sex orientation or handicap, which includes, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- .2 The Consultant shall post in conspicuous places, available to employees, notices to be provided by the County, setting forth provisions of non-discrimination clause.
- .3 A violation of this provision 11 shall be sufficient cause for County to terminate this Agreement without liability for uncompleted portion or for materials or services purchased or paid for by Consultant for use in completing this Agreement.

11.1.2 Affirmative Action Program

- .1 Consultant shall strive to implement principles of equal employment opportunity through an effective affirmative action program, which shall have as its objective to increase the use of women, minorities, and persons with disabilities and other protected groups, at all levels of employment in all divisions of Consultant's work force, where these groups may have been previously under-used and under-represented.
- .2 In the event of dispute of compliance with these requirements, Consultant shall be responsible for showing that the requirements have been met.

11.1.3 Affirmative Action Plan

- .1 Consultant shall certify that if firm has 50 or more employees, a written affirmative action plan has been filed or will be developed and submitted (within 120 days of contract award) for each establishment. File current Affirmative Action plans, if required, with one of the following: The Office of Federal Contract Compliance Programs, the State of Wisconsin, or the Milwaukee County Department of Audit, 2711 West Wells Street, 9th Floor, Milwaukee, Wisconsin 53208. If a current plan has been filed,

Indicate where filed _____ and the year covered _____.

- .2 The Consultant shall require lower-tier subcontractors who have 50 or more employees to establish similar written affirmative action plans.

11.1.4 Non-Segregated Facilities

Consultant shall certify that it does not and will not maintain or provide racially segregated facilities for employees at its establishments, and that employees are not permitted to perform their services at a location under its control where racially segregated facilities are maintained.

11.1.5 Sub-consultants

Consultant shall certify that certifications regarding non-discrimination, affirmative action program, and non-segregated facilities have been obtained from proposed sub-consultants that are directly related to contracts with Milwaukee County, if any, prior to the award of subcontracts, and that such certification will be retained.

11.1.6 Reporting Requirement

Where applicable, Consultant shall certify compliance with reporting requirements and procedures established in Title 41 Code of Federal Regulations, Chapter 60. (Equal Opportunity Employment)

11.1.7 Employees

Consultant shall certify that _____ employees are in the Standard Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee, and Washington, Wisconsin) and _____ employees in total.

11.1.8 Compliance

Consultant shall certify that it is not currently in receipt of outstanding letters of deficiencies, show cause, probable cause, or other notification of non-compliance with EEO regulations.

12. DISADVANTAGED BUSINESS ENTERPRISE (DBE)* UTILIZATION

- 12.1** "The successful consultant/service provider shall comply with CFR 49 Part 26 and Chapter 42 of the Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE*) firms on all USDOT and Milwaukee County funded professional service contracts. In accordance with this Milwaukee County policy and US DOT requirements, the consultant/service provider shall ensure that DBEs have an opportunity to participate in this project/contract. **Refer to Section (12.8) for the specific DBE participation contract goal.**
- 12.2** The Disadvantaged Business Development (DBD) Division of the Milwaukee County Department of Administration is authorized to make the determination that consultant/service provider has made a good faith effort (GFE) to achieve the required DBE participation by doing either of the following:
- a. Shows evidence that it has met the DBE participation by submitting a complete Commitment to Subcontract to DBE Firms (DBD-014PS) form; or
 - b. Documents that it made good faith efforts to meet the DBE participation goal, even though it did not succeed in achieving it. In this case, the consultant/service provider must submit the Certificate of Good Faith Efforts (DBD-001PS form) and all relevant documentation to the DBD office for its GFE determination within three (3) working days of notification of being the successful proposer.
- 12.3** The efforts employed by the consultant/service provider should be those that one could reasonably expect a consultant/service provider to take if the consultant/service provider were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. (49 CFR §26.53 and Appendix A to 49CFR Part 26 provides guidance regarding GFE). Also refer to Milwaukee County DBD Provisions governing GFE attached to this document.
- 12.4** In the event the DBD Division determines that the consultant/service provider has failed to meet the GFE requirements, consultant/service provider is entitled to appeal this determination. The provisions of 49 CFR §26.53(d) apply to such an appeal. A request for administrative reconsideration must be sent within three (3) calendar days of receiving written notice from the DBD of the failure to meet the GFE requirement. The request should be sent to:

DBD Division
City Campus, Room 800
2711 West Wells Street
Milwaukee, WI 53208

- 12.5** Prime consultant/service provider must submit with its proposal, the Sub-consultant Information Sheet (**DBD-002PS form**).
- 12.6** The consultant/service provider shall prepare and submit accurate and timely forms and reports on DBE utilization to the Disadvantaged Business Development (DBD) Division. These shall include, but not be limited to, Milwaukee County DBE Utilization Plan, DBE Utilization Reports, and Sub-Consultant Information Sheet as directed. Failure to submit forms and

*The term "DBE" means small business concerns known as a Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by Milwaukee County under CFR 49 Part 26.

reports as prescribed herein, will result in disqualification of proposal, delay of payments, or other sanctions deemed appropriate by the County, including those listed under Section (12.7), below.

- 12.7 When evaluating the performance of this contract, Milwaukee County reserves the right to conduct compliance reviews and request, both from the prime consultant/service provider and DBE sub-consultant(s), documentation that would indicate level of compliance. If the consultant/service provider is not in compliance with the specifications, the County will notify the consultant/service provider in writing of the corrective action that will bring the consultant/service provider into compliance. If the consultant/service provider fails or refuses to take corrective action as directed, Milwaukee County may take one or more of the actions listed below:
- Terminate or cancel the contract, in whole or in part.
 - Remove the consultant/service provider from the list of qualified consultant/service providers and refuse to accept future proposals for a period not to exceed three (3) years.
 - Impose other appropriate sanctions, including withholding any retainage or other contract payments due which are sufficient to cover the unmet portion of the DBE goal, where the failure to meet the goal is the result of a finding by the DBD of consultant/service provider's bad faith.
 - If the consultant/service provider has completed its contract, and the goal was not met due to an absence of good faith on the part of the consultant/service provider as determined under Section 4, above, the parties agree that the proper measure of damages for such non-compliance shall be the dollar amount of the unmet portion of the DBE goal. The county may in such case retain any unpaid contract amounts and retainage otherwise due the consultant/service provider, up to the amount of the unmet goal. If insufficient funds remain in the contract account to compensate the county up to that amount, Milwaukee County may bring suit to recover damages up to the amount of unmet goal, including interest at the rate of 12% annually, plus the County's costs, expenses and actual attorney's fees incurred in the collection action.
- 12.8 **DBE Participation Goal:** Each prime consultant/service provider shall utilize DBE firms to a minimum of 25% DBE of the total contract. DBE participation requirement relative to contract award shall be based upon the approved Milwaukee County Commitment to Subcontract to DBE Firms (DBD-014PS form). Consultants/service providers receiving additional work on the contract in the form of change orders, addendum, etc. shall be expected to increase DBE participation proportionally.
- 12.9 Consultant/service providers should note that for the purpose of proposal evaluation, only DBEs certified at the time of proposal submission would be counted toward the goal. Consultants/Service Providers must submit a **Commitment to Subcontract to DBE Firms Form** or a **DBE Utilization Plan** in their proposal including, but not limited to, the following information (see form DBD-14PS for additional details):
- Name(s) of DBE(s) firm(s) being considered for utilization.
 - Description of services that will be provided by the DBE(s).
 - Percentage of the work assigned to the DBE(s). Also, include dollar amount.
- 12.10 For a list of certified DBEs, call the Certification Section at (414) 278-4747. If you need additional assistance in the identification of DBEs, contact the Disadvantaged Business Enterprise (DBD) Division at (414) 278-5210.
- 12.11 Prime consultant/service provider shall count towards the DBE requirement and be credited one hundred percent (100%) of expenditures to DBE firms, if all of the identified scope of work has a commercially useful function in the actual work of the contract and is performed directly by the listed certified DBE firm. The Director of the DBD Division through the application of 49 CFR §26.55(c) will be responsible for the determination and evaluation of whether or not the firm is performing a commercially useful function on this project.
- 12.12 Prime consultant/service provider is required to notify the DBD Division if their DBE subcontractors will further subcontract out work on this project. Credit will be given based on actual participation by DBEs.
- 12.13 Listing a DBE on the Commitment to Subcontract to DBE Firms Form or Plan shall constitute a written representation and commitment that the prime consultant/service provider has communicated and negotiated directly with the DBE firm(s) listed, and that it will use the listed firm(s). If awarded the contract, the prime contractor will enter into a subcontract agreement with the DBE firm(s) listed on the Commitment to Subcontract to DBE Firms form for the work and price set forth thereon. This agreement must be submitted to the DBD Office within seven (7) days from the Notice to Proceed.
- 12.14 Prime consultant/service provider must maintain DBE participation and performance logs. If the DBE firm(s) cannot perform, or if the prime consultant/service provider has a problem in meeting the DBE goal, or any other problem relative to the DBE goal requirement, the prime contractor shall immediately contact the DBD Division at (414) 278-5248. If needed, prime contractor must submit a written request for substitution, including the reason for the request and the log. Approval must be obtained prior to making substitutions. Any difference in the cost occasioned by such substitution shall be borne by the prime contractor.
- 12.15.1 **DBE Utilization Reports/Payment Applications.** DBE Utilization Reports (**DBD-016PS form**) must be submitted with the Payment Applications. These reports must cover the period from the start of the project to the end of the period covered by the payment application being submitted or the period since the last payment application. The reports must be submitted even if no DBE activity took place during the period being reported. The County Project Manager will reject payment applications that are not in compliance with this section.

12.15.2 Final Payment Verification. The prime consultant/service provider contractor must submit the "DBE Subcontractor Payment Certification" form (**DBD-018PS form**) and the final DBE Utilization Report along with their Final Payment Application. The County Project Manager will not process the Final Payment Application if these reports are not submitted.

12.15.3 County reserves the right to waive any of these specifications when it is in the best interest of the County and with the concurrence of the DBD Division.

Section 12 Revised 05/20/02

13. TERMINATION OF AGREEMENT

13.1 This Agreement may be terminated by either party upon seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

13.2 This Agreement may be terminated by Owner upon seven days' written notice to Consultant if the Project is abandoned, funding is withdrawn or reduced, or for other sufficient causes.

13.3 Owner's obligation for Consultant's services rendered to the date of termination, abandonment, or suspension shall be for that proportion of fee earned, plus retainage and authorized Reimbursable Expenses.

13.4 In the event of termination, abandonment, or suspension, completed or partially complete work materials prepared by Consultant in conduct of this Agreement shall be provided to and become the property of Owner.

14. SUCCESSORS AND ASSIGNS

This Agreement is binding upon the Owner, the Consultant, and their respective successors, assigns, and legal representatives. Neither shall assign, sublet, nor transfer its interest in this Agreement without the written consent of the other.

15. APPLICABLE LAW

The Laws of the State of Wisconsin shall govern this Agreement.

INDEPENDENT CONTRACTOR. Nothing contained in this contract shall constitute or be construed to create a partnership or joint venture between Owner or its successors or assigns and Consultant or its successors or assigns. In entering into this Agreement, and in acting in compliance herewith, Consultant is at all times acting and performing as independent contractor, duly authorized to perform the acts required of it hereunder.

PROHIBITED PRACTICES

- A. Contractor during the period of this contract shall not hire, retain or utilize for compensation any member, officer, or employee of County or any person who, to the knowledge of Contractor, has a conflict of interest with County.
- B. Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, and no County officer or employee or his immediate family, may solicit or receive anything of value pursuant to an understanding that such officer's or employee's vote, official actions or judgment would be influenced thereby."

16. EXTENT OF AGREEMENT

16.1 This Agreement represents the entire and integrated Agreement between the Owner and the Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement shall not be superseded by provisions of contracts for design or construction and may be amended only by a written instrument signed by both the Owner and the Consultant.

16.2 Nothing contained herein shall be deemed to create any contractual relationship between the Consultant and any of the Contractors, Subcontractors, or material suppliers on the Project; nor shall anything contained herein be deemed to give any third party any claim or right of action against the Owner or the Consultant which does not otherwise exist without regard to this Agreement.

17. Addendum

17.1.1 Addendum enclosed herein modifies or corrects the Standard Terms and Conditions.

Milwaukee County
Department of Administrative Services

MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE

(Used For Additional Services Only; Separate
Schedule Required for Prime Consultant & Each Sub-consultant)

Firm Name _____ Principal-in-Charge _____
Wisconsin Reg. Number _____
Principal's Flat Rate \$ ____/HR.

Overhead & Profit Factor (Multiplier)
(Include copy of audited account of overhead factor or Complete B-2 of 2.)

Name	Classification	Direct Salary Rate/Hour
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit Factor is defined as the multiplying factor representing each employee's pro-rata share of all other direct and indirect expenses and profit for the consultant's firm. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual
Accounting of the rates of

Approved for Milwaukee County
Department of Administrative Services

as of: _____, 200__

Date: _____, 200__

Signature: _____

Signature: _____

Title: _____

Title: _____

If your firm does not possess a FAR audit certified rate, please complete the following:

Overhead Rate = _____ (Without Profit)

_____ does not have an audit-certified
(Name of Firm)

overhead rate calculation. The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards of

(Accounting Practice Used)

It is understood and agreed that no direct charge will be made for labor or expenses included in the overhead factor.

Signature: _____ Date: _____

Title: _____

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
GUIDELINES FOR REIMBURSABLE EXPENSES

GENERAL

Milwaukee County reimburses Consultants under contract for expenses in connection with authorized out-of-town travel; long distance communications; fees paid to approving authorities; reproductions which are products of service; requested renderings, presentation models and mockups; and the expenses of requested additional insurance coverage. There may be other qualifying reimbursable expense items if the project or circumstances are unique and terms concerning them are contained in an approved and signed contract. These guidelines are intended to clarify the Owner's general policies concerning payments for reimbursable items.

DEFINITION

Reimbursable expenses are out-of-pocket expenses incurred by the Consultant and Consultant's employees in direct support of the project. Over and above compensation for Basic and Additional Services, they are unique and non-recurring costs. By their nature, the cost is not predictable in advance of occurrence. Approved reimbursable expenses are billed at the same cost paid by the Consultant and are not subject to retainage provisions found in Milwaukee County service agreements.

DOCUMENTATION

Most reimbursable can be documented by presenting a copy of the original sales slip or invoice clearly highlighted, dated, and labeled with the appropriate job number/name and person incurring the expense. When the original charge has been recorded on an employee expense log, an in-house printing or copy log, or on a phone bill printout, for examples, a copy of the appropriate log or journal can be submitted as long as the costs are clearly highlighted, dated and labeled. All documentation must be attached to a coversheet, which itemizes and sub-totals the charges, by type. The documentation and cover sheet is attached to the Consultant's monthly invoice.

REIMBURSABLES BUDGET ALLOWANCE

All agreements shall establish a pre-approved budget allowance for the total out-of-pocket reimbursable expenses of Consultants. Changes to the approved allowance total require a written amendment to the Consultant's contract. As part of final contract negotiations, the consultant shall prepare an itemized budget estimate for reimbursable for review and approval by the Owner. Special care should be taken to differentiate those out-of-pocket expenses that will be initially borne by the Consultant and those that will be paid directly by the Owner (under a separate Owner Services line item in the project budget).

AUTHORIZED OUT-OF-TOWN TRAVEL. Reimbursable travel expenses can accrue for both travels to and from Milwaukee for work in connection with a project if that travel involves a distance greater than a 100-mile radius from Milwaukee **or if the Consultant's working office is more than 100 miles from Milwaukee.** Milwaukee County will reimburse Consultants for reasonable expenses incurred for such transportation, subsistence and lodging. Mutual agreement about what constitutes an authorized travel expense begins at the time of contract negotiations when the budget for these items is established and continues as the project proceeds. Milwaukee County policy is to pay for essential, not luxury, services.

Whenever possible, air travel dates should be planned in advance to take advantage of the lowest coach fares available on connecting airlines; Milwaukee County does not pay for first-class or business-class travel.

Daily rental car rates are rarely competitive with airport van or taxi fares to and from the airport, hotel and project meeting sites. Consultants should confer with Milwaukee County's project manager regarding the most reasonable and cost-effective means for transportation while in Milwaukee.

If traveling by personal car, the total mileage may be charged at the prevailing cost per mile rate allowed by the Internal Revenue Service. Highway tolls and parking fees for out-of town Consultants are also reimbursable, if properly documented and if the Consultant's office is more than 100 miles from Milwaukee.

Meals reimbursement qualifies if the Consultant's employees are required to eat in restaurants in connection with an out-of-town (100 mile radius) visit/trip directly in service of the project. The Consultant's choice of restaurants should be modest in every circumstance. Milwaukee County does not pay for meals taken in first-class restaurants, for cocktails, or for entertaining guests or in-town project team members. Milwaukee County discourages the scheduling of a business meeting over a meal period, thus avoiding the question of which meals might be authorized for reimbursement. Check with Milwaukee County's project manager if you are uncertain about which kind of meal expenditure might be disallowed.

Lodging costs at medium-priced accommodations will be approved. Deluxe accommodations and charges involving personal services of any kind will be disallowed.

LONG DISTANCE COMMUNICATIONS

Milwaukee County will reimburse the consultant for properly documented long distance telephone tolls made for project business.

FEES PAID TO APPROVING AUTHORITIES

Milwaukee County will reimburse the cost of fees paid for securing the approval of authorities having jurisdiction over the project. Consultants should plan for this expense in advance, because cutting Owner checks to coincide with dates of submittal cannot usually be done. County will accept, however, an out-of-sequence invoice covering an unusually high plan exam fee in order to minimize the inconvenience to the Consultant.

REPRODUCTIONS AND REPROGRAPHICS

The cost of drawings, specifications, reports, exhibits and other documents, which are products of service are reimbursed with proper documentation. Charges for postage, handling and shipping of reproductions are considered overhead expenses and are not reimbursed. Bid sets, which are often the most expensive segment of the out-of-pocket expense paid by the Consultant, are sometimes contracted for by the Owner on larger jobs that could benefit from competitive bidding for that service. Consult with the Milwaukee DAS REIMBURSABLES GUIDELINES, PAGE 3

County project manager if the furnishing of bid sets is not specifically excluded from Consultant's reimbursable allowance budget.

ADDITIONAL INSURANCE

When additional insurance coverage or limits, over and above that normally carried by a consultant is specifically requested by the Owner, Milwaukee County will reimburse that additional premium cost. Specific documentation will be requested by the Milwaukee County project manager if this expense qualifies as reimbursable.

* * *

**Milwaukee County
Department of Administrative Services**

INVOICE FOR CONSULTING SERVICES

(Lump Sum Contract Form)

Invoice # _____

DATE _____

PROJECT TITLE _____

PROJECT NUMBER _____

CONSULTANT _____

SERVICES FOR THE MONTH ENDING: _____

- 1.) BASIC SERVICES (Attach Form D-2):
- 2.) REIMBURSABLE EXPENSES (Attach Form D-2):
(Attach itemization and back-up copies of all charges)
- 3.) ADDITIONAL SERVICES (Attach Form D-3):
(Attach itemization for each service by name, classification, and direct salary rate
x O.H. factor x man hours)

TOTAL THIS MONTH:

LESS: Retainage @ 5% (On Items 1. & 3. Only).

CURRENT PAYMENT DUE _____

(Attach continuation sheet, D-2, on job status)

Approved for Milwaukee County
Approved for billing:

Department of Administrative Services:

Consultant

Signature

Signature

Title

Date

MILWAUKEE COUNTY DEPARTMENT OF AMINISTRATIVE SERVICES
CONSULTANT INVOICE CONTINUATION SHEET FOR REPORTING JOB STATUS

INVOICE # _____
PROJ. NO. _____

CONSULTANT: _____

Basic Services	Fee limit Per Phase/or Totals	Previously Billed	Billed This Month	Percent complete(%)	Total Billed To Date	Retainage To Date	Balance to Completion
Program, Master Plan							
Schematic Des							
Design Dev.							
Contract Doc.							
Bidding							
Const. Admin.							
Sub Total							
Reimbursables (itemize)	\$			-N.A.-		-N.A.-	
Subtotal							
Additional Services (itemize) INCR. _____	\$						
Sub-Total							
Totals							

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES**

INVOICE FOR ADDITIONAL CONSULTING SERVICES ONLY

Invoice # _____

(Multiple of Direct Salary Rate Form)
(One FORM "D-3"/Ea. Increase/Billing)

Fee Incr. # _____

Fee Incr. Total \$ _____

DATE _____
PROJECT TITLE _____
PROJECT NUMBER _____
CONSULTANT _____

SERVICES FOR THE MONTH ENDING: _____

1.) CONSULTANT LABOR (Refer to approved Manpower Direct Salary Rate & O.H. Factor Schedule)

Direct Sal. Name	Classification	Rate\Hr.	OH Factor	Man Hrs	Cost
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____

Sub-total

2.) SUBCONSULTANTS

(Attach itemizations in same form as above)

Sub-total

3.) REIMBURSABLE EXPENSES:

(Attach itemization and backup copies of all charges)

Sub-total

TOTAL THIS MONTH:

LESS: Retainage @ 5% (On Items 1. & 2. Only).

CURRENT PAYMENT DUE _____

(Attach continuation sheet on job status)

Approved for billing:

Approved for Milwaukee County
Department of Administrative Services:

Consultant

Signature

Signature

Title

Date

COMMITMENT TO SUBCONTRACT WITH *DBE* FIRMS

PROJECT No.: _____ PROJECT TITLE: _____

TOTAL CONTRACT AMOUNT ^(*) \$ _____ **DBE Goal:** _____ ^(*)

Subcontract Agreements with DBE firm(s) MUST be submitted Within Ten (10) Days from Receipt of Notice to Proceed

A	V	Name of DBE ^(**) Firm(s)	Scope of Work Detailed Description	Subcontract Amount	% of Total Contract

(If using more DBE firms, include them in separate notarized form)

Total \$ Amount of DBE _____ Total % _____

I certify that these identified services and costs were quoted by the DBE firm(s). If awarded this contract, our firm _____ intends to enter into subcontract agreements with the DBE firm(s) listed for the services specified. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification; fraudulent statement or misrepresentation will result in appropriate sanctions under applicable Local, State or Federal laws.

Signature of Authorized Representative

Print/Type Name of Authorized Representative

Date

Subscribed and sworn to before me this _____ day of, 20_____

Signature of Notary Public

State of _____, My Commission expires _____.

[SEAL]

DBD APPROVAL:

Signature
Exclude all allowances

Date

* These may include any firms certified as DBEs by Milwaukee County Certification Program prior to the bid due date.

FOR DBD USE ONLY: (A) \$ _____

(V) \$ _____

Total % _____

DBD APPROVAL:

* Exclude all allowances

** These may include any firms certified as DBEs by Milwaukee County Certification Program prior to the bid due date.

Signature

Date

**DISADVANTAGED BUSINESS DEVELOPMENT (DBD) DIVISION
COMMITMENT TO SUBCONTRACT TO DBE FIRMS FORM
ADDITIONAL INSTRUCTIONS/REQUIREMENTS**

INSTRUCTIONS:

1. In accordance with the new DBE Regulations, 49CFR26, Milwaukee County is tracking Assigned (Race Conscious) Goals for DBEs and Voluntary Utilization (Race Neutral) of DBE firms. Information reported on this form will be used to periodically adjust Race Conscious and Race Neutral components of Milwaukee County's overall DBE goal.
2. For each DBE firm listed on this form, place an "X" in the appropriate column to indicate whether it will be used to meet Assigned [(A) Race Conscious Goal] and/or Voluntary [(V) Race Neutral Goal]. Any achievement above assigned goals should be reported as voluntary goal achievement. If you indicate that a DBE firm will be used to meet both Assigned (Race Conscious) and Voluntary (Race Neutral) goals, indicate the dollar amount attributable to assigned goals. DBE use to meet assigned goals is enforceable. It is important to report the use of DBEs on a voluntary basis since they count toward meeting the overall annual DBE goal. Failure to meet voluntary goals could result in an increase of assigned (Race Conscious) goals for future bids. Our objective is to capture all DBE achievement you generate.
3. If you have questions about filling out this form, please contact the DBD Office at (414) 278-5210

ADDITIONAL INFORMATION/REQUIREMENTS:

1. **ALLOWANCES (Construction Related):**
During the course of this project you will be using portions of the Allowance, which was initially deducted from your contract when you figured out your DBE requirement. As the allowance is used on the project, it is to be added back into the total contract price. An exception would be if the allowance being used were such that the DBE(s) cannot handle any portion of the work, the total contract amount would remain the same. In this case, it is necessary for the prime contractor to contact DBD office immediately by phone and provide the dollar amount involved and the reasoning for DBEs not being utilized. In addition, a follow-up letter documenting the information is required.
2. **CHANGE ORDERS:** Any prime contractor receiving additional work on the contract in the form of change orders, etc., will be expected and required to increase the amount of DBE participation proportionally. Any time you receive additional work of any type, the prime contractor is required to contact the DBD office immediately.
3. **WRITTEN CONTRACTS WITH DBEs:** In order to avoid problems at a later date, DBD requires that prime contractors enter into a contract (please send a copy to DBD) with the DBE subcontractor(s), spelling out specifically the work to be accomplished and for the dollar amount specified in this form. Also included in the contract will be the method of retainage, which is to be based on the same percentage that will be retained by the County from the prime contractor's contract. When the County reduces the amount of retainage, a like reduction should be retained from the payment to the DBE. ***By executing the above affidavit, your company is certifying, under oath, that you have had contact with the named DBE firm(s), that the DBE firm(s) will be hired, and that the DBE firm(s) will participate to the extent indicated in performance of the contract. VIOLATION OF THE TERMS OF THE AFFIDAVIT WILL BE GROUNDS FOR TERMINATION OF YOUR CONTRACT.***
4. **DBE UTILIZATION REPORTS:** A DBE Utilization Report must be submitted with each payment application for the previous period's activity, even if no activity took place during the period being reported. DBD may request that payments be withheld to the prime contractor who is not in compliance.
5. **SUBSTITUTIONS, DBEs**
SUBCONTRACTING THE WORK, TRUCKING FIRMS: The prime contractor must submit a written request for substitution, specifying the reason for the request. Approval must be obtained prior to making substitutions. Requirement to notify and obtain approval from the DBD Division if DBE subcontractors will further subcontract out work on this project. In the case of DBE trucking firms, credit will be given for trucks leased from other DBE firms; however, if the DBE leases trucks from non-DBE firms, only the fee or commission will be counted for DBE crediting.
6. **PAYMENT APPLICATIONS:** DBE Utilization Reports (DBD-016PS form) must be submitted with each and every Payment Application including invoices. These reports must cover the period from the start of the project to the end of each period covered by payment applications being submitted, until the end of the contract when the last payment application is submitted. The department contract administrator will reject payment applications that are not in compliance with this section.

IF YOU HAVE ANY PROBLEMS OR CONCERNS, PLEASE CONTACT THE DBD OFFICE AT (414) 278-5248



Consultant/service provider: _____

Project Title: _____

SUBCONSULTANT INFORMATION SHEET

Pursuant to Federal Regulations, Milwaukee County is required to collect information on sub-consultants submitting quotes to prime consultants/service providers that submit proposals on Milwaukee County projects. Provide the following information on both DBE and non-DBE sub-consultants bids and/or quotes. **Submit this information with proposal.**

(✓)*	<u>Name</u>	DBE Yes/No	<u>Address</u>	Date Firm Established	Annual Gross Receipts (**)	Work or Service to be Performed

(*) Check if this sub-consultant's quote has been used in your proposal.

(**) Annual Gross Receipts: A: Less than \$250,000

B: \$250,000 to \$500,000

D: \$1 million to \$5 million

E: \$5 million to \$15 million

C: \$500,000 to 1 million

F: More than \$15 million

NOTE: Information gathered on the background and financial status of firms is protected from disclosure.

DBD-002PS

Revised 05-29-02

**SUBMIT WITH ALL YOUR
PAYMENT APPLICATIONS**

DISADVANTAGED BUSINESS ENTERPRISE

PROFESSIONAL SERVICES "DBE" UTILIZATION REPORT*

NAME OF CONSULTANT _____ TELEPHONE NO. () _____
ADDRESS _____ CITY _____ STATE _____ (ZIP CODE) _____
PROJECT TITLE _____ PROJECT # _____
TOTAL CONTRACT \$ AMT _____ TOTAL CONTRACT PAYMENT YTD \$ _____ CONTRACT % COMPLETE _____
TOTAL DBE CONTRACT \$ AMT _____ TOTAL DBE PAYMENT YTD \$ _____ DBE % COMPLETE _____ **
COUNTY PROJECT/CONTACT PERSON _____ TELEPHONE NO. _____
REPORT FOR THE PERIOD FROM: _____ TO: _____ 200 _____ FINAL REPORT: () Yes () No

List Disadvantaged Business Enterprise firms utilized in connection with the above Project, either as sub consultants or suppliers in the last period.

NAME OF DBE FIRM	SUB-CONTRACT \$ AMOUNT	WORK/SERVICE PERFORMED	AMT. OF PAYMENTS THIS PERIOD	AMT. OF PAYMENTS TO DATE	REMAINING BALANCE

Report Prepared by: _____ Approved by: _____ (Name & Title)

*Directions for completion of report - see reverse side
**If the % DBE completion is less than the % contract completion, please attach an explanation as to why the DBE requirements are not being met at this time.

DIRECTIONS FOR COMPLETING THE "DBE" UTILIZATION REPORT

This report must be submitted with each payment application.

1. Prime consultant's registered company name.
2. Prime consultant's business telephone number.
3. Prime consultant's business address.
4. City in which prime consultant firm is located.
5. State in which prime consultant is located.
6. Zip code for prime consultant's place of business.
7. Name of County Project
8. Project number as stated in the Bid Announcements and Specifications.
9. Total dollar amount of contract awarded prime consultant by Milwaukee County.
10. Total dollar amount of payments to all employees, suppliers and all sub-consultants to date.
11. County Project Manager/Contact Person with whom your firm coordinates the progress of the project.
12. Telephone number of the above County representative.
13. The period and year for which payments are being reported.
14. The line next to Final Report is to be checked only when the final payments have been made to all DBE sub-consultants.
15. The name(s) of DBE firm(s) having received payment in the preceding month or period.
16. Total dollar amount of the work subcontracted to the listed firm(s).
17. The work or service performed by the listed DBE firm(s).
18. The dollar amount of payments made to each DBE sub-consultant for the period being reported.
19. The total dollar amount paid to each DBE sub-consultant to date (cumulative). As an example--if the report covers the first payment to a DBE sub-consultant, the amounts listed in the last two columns would be the same; however, if previous payments had been made in preceding periods the columns would differ: the column "Amount of Payments for the Period" would show only the payment for the period being reported and the next column would show the subtotal of payments (cumulative) to each DBE sub-consultant to date.
20. Remaining balance of the subcontract to the listed DBE firm(s).
21. Prime consultant's staff that actually prepared the report.
22. Prime consultant's officer or personnel authorized to review and approve the DBE Utilization Report.
23. Please mail this form to : DBD Office, 2711 W. Wells Street, Room 807, Milwaukee, WI 53208

THIS REPORT MUST BE SUBMITTED EACH PAYMENT APPLICATION EVEN IF NO ACTIVITY TOOK PLACE DURING THE PERIOD BEING REPORTED

IF YOU HAVE ANY PROBLEMS OR CONCERNS WITH ANY DBE, CALL THE DBD OFFICE AT (414) 278-5248

D-016PS FORM

Rev. 06/02

**MILWAUKEE COUNTY
DISADVANTAGED BUSINESS DEVELOPMENT (DBD) DIVISION
PROFESSIONAL SERVICES DBE SUBCONSULTANT PAYMENT CERTIFICATION**

"DBE" SUBCONSULTANT PAYMENT CERTIFICATION

This form must be attached to the final Certificate for Payment Request by Primary Contractor/Consultants

County Department Issuing Contract/Project _____

Contract/Project Title _____

DBE Firm:

Project No.: _____ **Project Name:** _____

***SECTION (A) DBE COMPANY COMPLETES IF FINAL PAYMENT HAS BEEN RECEIVED**

I hereby certify that our firm received \$ _____ total payment for subcontract work on the above reference Milwaukee County project or contract.

Date _____, 200__.

***SECTION (B) BOTH PRIME CONTRACTOR AND DBE COMPANY COMPLETE IF FULL PAYMENT HAS NOT BEEN MADE TO DBE SUBCONTRACTORS AND A BALANCE REMAINS TO BE PAID.**

I hereby certify that our firm has paid to date a total of \$ _____ and will pay the balance of \$ _____ to _____ upon receipt of payment from Milwaukee County for subcontract work on the above referenced project.

Date _____, 200__

(Prime Contractor's Signature)

(Print Name & Title)

(DBE Subcontractor Signature)

(Print Name & Title)

Form DBD-018PS
Revised 01/02

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
COST & SCHEDULING SYSTEM REQUIREMENTS

GENERAL

SureTrak and Expedition are software packages produced by Primavera Systems, Inc. This software, in addition to Microsoft Project, is used by Milwaukee County.

Requirements According To Agreement Size

Schedule and control services using Sure Trak or Microsoft Project software are required for this project to the degree listed below:

- A. For consultant services agreements with fees up to \$50,000, AE&ES staff will enter schedule and control information on AE&ES's management information system. Prime Consultant shall provide scheduling information requested by AE&ES according to the needs of the project.
- B. For consultant agreements with a fee range from \$50,000 to \$500,000, Prime Consultant shall use either SureTrak Project Schedule or Microsoft Project and provide scheduling information determined necessary by AE&ES according to the needs of the project. Milwaukee County will use Expedition for contract control.
- C. For consultant services contracts over \$500,000, consultant shall use Microsoft Project and provide scheduling information determined necessary by AE&ES according to the needs of the project.

SCHEDULE DEVELOPMENT

Before work begins, the Prime Consultant shall prepare a Baseline Schedule of the work scope in Critical Path Method form. The Owner will furnish an activity-coding format to facilitate reports and graphics used in project management activities. The Prime Consultant shall submit the completed schedule for review and approval (3.5" disc format or electronic mail) by AE&ES's project manager. The review will confirm the following: that the schedule is complete and reflects a realistic work plan; that the total schedule costs equal the contract values; that there is a defined, justifiable critical path with design activity durations subdivided into periods less than 20 working days or \$10,000 value; that responsible parties are assigned; and that all the key project milestone dates are recorded. Owner approval of the Baseline Schedule is required before any pay request from the Prime Consultant can be processed.

The Consultant is responsible for information required to develop the schedule. Content includes work operations, sequencing, activity breakdown and time estimates. The Owner may require additional schedules or reports to verify timely completion of scheduled activities and project milestones.

AE&ES - COST & SCHEDULING SYSTEM REQUIREMENTS, PAGE 2

On a monthly basis, the Consultant shall review the schedule and report on actual performance, i.e., the actual start and finish dates and durations, work performed since the last update, description of problem areas, delaying factors and their impacts, and corrective actions taken. The Prime Consultant shall also update the current schedule, identifying changes in network logic, work sequences and durations needed to meet contract requirements, and contract time adjustments, when authorized by the Owner. Each schedule update will be submitted to the Owner's project manager for approval on 3.5" discs or through electronic mail, concurrent with submittal of Consultant's monthly invoice for professional services. Pay applications will not be processed if updated schedule with all information required is not submitted. Copies of approved schedule updates shall be distributed to other members of project teams with instructions to recipients to promptly report discrepancies and problems anticipated by projections shown in the schedule.

**MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES
RECORD DOCUMENT STANDARDS FOR PROFESSIONAL SERVICES
SECTION H – 2007**

I. RECORD DOCUMENTS

The Prime Consultant shall prepare and file record documents of the project with Milwaukee County DAS as per this attachment. Prime Consultant agreement closeout and final payment will be contingent on approval of complete record document submittal by Prime Consultant.

II. ELECTRONIC MEDIA REQUIREMENTS

A. Produce Project Manuals, Reports, and other permanent records in an electronic word processing format that can be read by Microsoft Office 2000. Produce Project Manual technical sections in Milwaukee County format. Obtain electronic formats for Project Manual technical sections through the Architect/Engineer of record for the Project or contacting John Bunn (414-278-3921).

These materials shall be electronically transferred via the Internet (**arnold.freeman@milwcnty.com**), or they may be submitted on a CD-ROM, which adheres to ISO 9660 CD, or CD-ROM XA (Mode 2) format for multi-session CD-ROM.

B. CADD drawings shall be produced in AutoCAD 2000 software, or higher, and be capable of residing on an IBM-compatible Pentium computer utilizing Windows 2000 or Windows XP operating systems. **Drawings submitted in DXF format will NOT be accepted.**

The Consultant shall use Eagle Point version 13.1, or higher, add-on module or application for AutoCAD engineering drawings.

Obtain Milwaukee County drawing format standards (TITLE BLOCK DRAWING) by contacting DAS or Architectural, Engineering, & Environmental Services.

AutoCAD drawings shall be electronically transferred via the Internet, or they may be submitted on a CD, which adheres to ISO 9660 CD, or CD-ROM XA (Mode 2) format for multi-session CD-ROM.

III. AUTOCAD DRAWING STANDARDS

The Prime Consultant and his/her sub-consultants shall prepare AutoCAD drawings in accordance with the following document standards:

A. Xref Files, Image Files, Blocks and 3rd Party Fonts

1. XBIND all Xref'd files to their drawing(s). Each individual electronic graphic document must be submitted in a single file format without any external files attached.
2. Insert all image files in Final Drawing
3. A document created with multiple files **MUST NOT SHARE LAYER NAMES** among the files.
4. Provide a **SINGLE DRAWING FILE** for each Drawing Sheet.
5. While working in Paper Space, **TURN ON VIEW LOCK** to prevent your viewport view from being accidentally altered while moving between Paper Space and Floating Model Space mode.
6. Purge all drawing files of all unused entities—Blocks, Layers, Fonts
7. "READ-ONLY" and "LOCKED" drawing files will not be accepted.

B. It is **PREFERRED** that all final drawings are submitted in Model Space. However, final drawings may be submitted in Paper Space as long as AutoCAD Drawing Standards A-1 through A-7 are adhered to.

Consultants shall utilize the following Milwaukee County drawing format standards:

1. Standard text set-up and dimension set-up (**Attachment H-20**)
2. Standard drawing conversion scale (**Attachment H-21**)
3. Standard title block (**see Item C-6**)
4. The standard AutoCAD font to be used is **ROMANS.shx**
5. Sheet sizes to be used, on BOND PAPER, are:

Architectural:

A = 9" x 12"
B = 12" x 18"
C = 18" x 24"

Engineering:

Ansi A = 8-1/2" x 11"
B = 11" x 17"
C = 17" x 22"

D = 24" x 36"
E = 36" x 48"

D = 22" x 34"
E = 34" x 44"

6. Text and dimension set-up, drawing conversion scale, title blocks, and border are imbedded in Title Block Drawing (**available on diskette**). Contact AE&ES (414-278-3922).

C. Drawing Sheet numbers and electronic drawing files shall consist of the following:

1. Alphanumeric discipline designation
 - A** - Architectural, Interiors and Facilities Management
 - C** - Civil Engineering and Site Work
 - E** - Electrical
 - EV** - Environmental
 - F** - Fire Protection
 - L** - Landscape Architecture
 - M** - Mechanical
 - P** - Plumbing
 - S** - Structural
2. A maximum of 3 characters for sheet number
Example: A101.dwg

		Sheet number
		Discipline

- D. The DOS 8+3 naming convention shall be used for all Drawing Sheet numbers *and* electronic drawing files (e.g., A101.dwg).

- E. Consultants shall utilize the **AIA**, or Milwaukee County Standard Layer Index, including color and linetype (**Attachments H-6 through H-19**); **OR** for approval of your firm's standard layer index, contact AE&ES (414-278-3922).

- F. The room attributes shall be provided on all AutoCAD building plans. Window attributes shall be shown on elevation drawings. The following attribute data shall be included:

1. **Rooms**
Room number (serves as the room tag)
Dimensions (length, width, height)
2. **Doors**
Tag number
Door size
Frame size
Fire rating
3. **Windows**
Tag number
Size
Glazing
Framing material

IV. DOCUMENT REQUIREMENTS

- A. **Design Documents**: Prepare and submit the following documents to the AE&ES - Records Management Office with a copy of the transmittal letter submitted to the respective Project Manager:

- | | |
|---------------------------------|---|
| 1. City/State Approved Drawings | (1) original set |
| 2. Bid Set Drawings | (1) set BOND PAPER (marked as "ORIGINAL") |
| | (1) set electronic file |
| 3. Project Manual | (1) set hard copy |
| and Detail Manual | (1) set electronic file |

B. **As-Built/Record Documents:** Prepare and submit the following record documents to the AE&ES-Records Management Office with a copy of the transmittal letter submitted to the respective Project Manager:

- | | |
|--|---|
| 1. As-Built/Record Drawings | (2) sets BOND PAPER (marked as "ORIGINAL")
(1) set electronic file |
| 2. Project Manual
and Detail Manual | (2) sets hard copy
(1) set electronic file |
| 3. Operating/Maintenance Manuals | (3) sets hard copy
(including shop drawings) |

The Prime Consultant and his/her sub-consultants shall prepare and submit the required As-Built/Record Drawings and Project Manuals in accordance with the following procedures:

1. Obtain from each Prime Contractor marked-up prints, clarification drawings, shop drawings and/or any other data showing significant changes in the work made during the construction phase, including all changes described in the original addenda.
2. Update the original electronic drawings and project manuals by transferring all addenda and field changes from the contractor's marked-up documents, describing significant changes to the original drawings and project manuals.

The Prime Consultant shall list all revisions on each drawing and identify each revision with boundaries. Each drawing shall be labeled **AS-BUILT/RECORD DRAWINGS** and **PROJECT and DETAIL MANUAL**, and have them dated and signed by the Principal in Charge.

3. The end product shall consist of a composite set of Record Drawings and Project Manuals accurately showing the as-built, on-site conditions of the entire project.

C. **Studies/Analysis/Survey Reports:** Prepare and submit the following documents to the AE&ES Records Management Office with a copy of the transmittal letter submitted to the respective Project Manager:

- | | |
|---------------------------------|--------------------|
| 1. Final Approved Report | (2) sets hard copy |
| (1) set electronically produced | |

V. FINAL DOCUMENT REQUIREMENTS FOR ELECTRONIC MEDIA

The Prime Consultant and his/her sub-consultants shall prepare and submit:

A. A Drawing Directory consisting of a drawing index, in hard copy and on electronic media, that is sorted by:

1. Property site
2. Building
3. Discipline

and shall include:

1. MILWAUKEE COUNTY Project Number
2. MILWAUKEE COUNTY Site I.D. and Building I.D.
3. MILWAUKEE COUNTY Drawing Name and Description
4. Sheet number
5. Text Style
6. Image Files
7. 3rd-Party Fonts
8. **Layer Log** for each Drawing Sheet including layer name, state (on/off), color, linetype, defined blocks, user blocks, dependent blocks and unnamed blocks.

B. Detail Drawings produced as a MANUAL shall include a Drawing Index consisting of the detail title and/or description, and identification number sorted by discipline and page number. The Drawing Index shall be submitted in hard copy and shall be incorporated in the Detail Manual.

C. Milwaukee County AE&ES will not accept AutoCAD drawings created in versions earlier than release 2000. If AutoCAD release 2000-I is used, disable all file locks and passwords prior to delivery.

- E. Consultants shall also submit correspondence outlining all special loading or start-up procedures required to generate the drawings for viewing, manipulating and editing on Milwaukee County AE&ES's CADD system (AutoCAD 2005).
- F. Consultants shall label the CD-ROM identifying:
1. Project Number
 2. Project Title with Site I.D. and Building I.D.
 3. Name of Consultant Firm and Principal in Charge
 4. Date
- G. Consultants may insert their logos on Milwaukee County's Standard Cover Sheet with PRIOR APPROVAL from the Architect/Engineer of record for the project (414-278-4851).

Submit the Project Cover Sheet Layout to the Architect/Engineer of record for review and approval. Consultants **MAY NOT** insert their logos on the Project Drawing Sheets. The consultant firm's name may be inserted in the designated space provided within Milwaukee County's Standard Title Block.

SUBMIT TO:

**MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES
ARCHITECTURAL, ENGINEERING, & ENVIRONMENTAL SERVICES
RECORDS MANAGEMENT
CITY CAMPUS BUILDING COMPLEX
2711 WEST WELLS STREET – FOURTH FLOOR
MILWAUKEE, WI 53208
(Phone: 414-278-3925)**

EXAMPLE PROJECT FILE INDEX

SITE:	MILWAUKEE COUNTY COURTHOUSE COMPLEX
BUILDING:	COURTHOUSE ANNEX
PROJECT DESCRIPTION:	THIRD FLOOR RENOVATION
MILWAUKEE CO PROJECT NO.:	C711-99000

<u>Sheet Number</u>	<u>Sheet Contents</u>	<u>CADD File Number</u>
<u>Architectural</u>		<u>Architectural</u>
T01	TITLE SHEET	T01. DWG
A01	FIRST FLOOR PLAN	A01. DWG
A02	SECOND FLOOR PLAN	A02. DWG
A03	THIRD FLOOR PLAN	A03. DWG
<u>Electrical</u>		<u>Electrical</u>
E01	FIRST FLOOR PLAN	E01. DWG
E02	SECOND FLOOR PLAN	E02. DWG
E03	THIRD FLOOR PLAN	E03. DWG

Xref name	Path	Xref type	
A1DETAIL	A1DETAIL.dwg		Xbind all Xrefs
A2DETAIL	A2DETAIL.dwg		" " "
A3DETAIL	A3-DETAIL.dwg		" " "
A4DETAIL	A4DETAIL.dwg		" " "
PARTSECT	PARTSECT.dwg		" " "

Layer Name	State	Color	Linetype	
0	On	7 (white)	CONTINUOUS	
A-DETAIL HIDDEN	On	4 (cyan)	A-DETAIL HIDDEN	Xdep: A-DETAIL
A-DETAIL LINE	On	7 (white)	CONTINUOUS	Xdep: A-DETAIL
A-DETAIL NOTES	On	7 (white)	CONTINUOUS	Xdep: A-DETAIL
A-DETAIL TEXT	On	3 (green)	CONTINUOUS	Xdep: A-DETAIL
A-E1FL-FLOOR-PTNR	On	1 (red)	CONTINUOUS	
A-E1FL-WALL	On	3 (green)	CONTINUOUS	
A-E1FL-WIND	On	13	CONTINUOUS	
A-LOGOTEXT-BMR	On	3 (green)	CONTINUOUS	
A-LOGOTEXT-BMR-ADDR	On	6 (magenta)	CONTINUOUS	
A-N-BFLR-FILL	On	14	CONTINUOUS	
A-N-NOTE	On	7 (white)	CONTINUOUS	
A-REVS	On	14	CONTINUOUS	
A-SHBD-LINE	On	4 (cyan)	CONTINUOUS	
A-SHBD-TEXT	On	6 (magenta)	CONTINUOUS	

DRAFTING STANDARDS - SURVEYING AND BASE MAP PREPARATION

LAYER	LINETYPE	COLOR	PLOT LINESIZE	ITEMS INCLUDED IN LAYER
C-CENTER LINE	CENTER	32	0.003	ROADWAY CENTER LINE, TRANSIT STATIONING
C-CONTOUR ORIG	DASHED	140	0.001	CONTOURS OF ORIGINAL GROUND
C-CONTOUR ORIG IDX	DASHED	141	0.005	INDEX CONTOURS OF ORIGINAL GROUND
C-CONTOUR ORIG TEXT		140	0.001	TEXT (ELEVATION) OF ORIGINAL CONTOURS
C-CURBS	CONTIN.	7	0.005	ASPHALT CURB, CONCRETE CURB, STONE CURB, CONCRETE CURB & GUTTER
C-EASEMENTS	DASHED	12	0.003	ALL EASEMENTS, DIMENSIONS AND BEARINGS
C-FENCE		9	0.005	ALL FENCES: WOOD, CHAIN LINK, BACKSTOPS, ETC.
C-FORESTRY		82	0.005	TREES, SHRUBS, PLANTER AREAS, TREE/SHRUB LINES, EDGE OF WOODS, EDGE OF BRUSH
C-LEASE LINES	CONTIN.	40	0.003	LEASE LINES
C-PARKING	CONTIN.	7	0.005	PARKING SYMBOLS
C-PAVEMENT	CONTIN.	7	0.005	EDGE OF ASPHALT, EDGE OF GRAVEL, EDGE OF CONCRETE
C-PAVEMENT JOINTS	CONTIN./DASHED	251	0.001	JOINTS IN CONCRETE PAVEMENT
C-PNT_DES		7		SURVEY POINT DESCRIPTION
C-PNT_EAST		7		EASTING OF SURVEY POINT
C-PNT_ELV		7		ELEVATION OF SURVEY POINT
C-PNT_NODE		7		POINT TICK OF SURVEY POINT
C-PNT_NRTH		7		NORTHING OF SURVEYING POINT
C-PNT_NO		7		SURVEY POINT NUMBER
C-PROPERTY LINE	PHANTOM/CONTIN.	14	0.003	LOT / PARCEL / LAND DIVISION LINES / DIMENSION / BEARINGS
C-SECTION LINE	PHANTOM	150	0.003	SECTION LINE, 1/4 SECTION LINE
C-STRUCTURE	CONTIN.	130	0.008	BUILDING / WALL / BRIDGE / SHELTER / ABUTMENTS
C-TEXT_BASE MAP		20	0.005	DESCRIPTION OF BASE MAP FEATURES: FENCES / PAVEMENT / BUILDING / ETC.
C-TEXT_ROW		2	0.005	STREET / EASEMENT / CSM / SUBDIVISION NAME / BLOCK NUMBER
C-TOPO_FEATURES	(SYMBOLS)	253	0.005	MH / FIRE HYDRANT / GV / POWER POLES / PLAY EQUIPMENT / BENCHES / ETC.
C-UTIL_BTE ES	CONTIN.	253	0.005	PLANTER / PLAY AREA / STOCK PILE / ETC. / TOP OF BANK / BOTTOM OF BANK
C-UTIL_BTE ES	HIDDEN (W/BTE)	30	0.001	UNDERGROUND COMMUNICATIONS / FIRE & POLICE / TRAFFIC SIGNAL / ETC.
C-UTIL_FAA	HIDDEN (W/FAA)	30	0.001	UNDERGROUND FAA
C-UTIL_CABLE TV	HIDDEN (W/TV)	30	0.001	UNDERGROUND CABLE TV LOCATION
C-UTIL_ELEC	HIDDEN (W/E)	10	0.001	UNDERGROUND AND OVERHEAD POWER LINES
C-UTIL_FUEL	CONTIN. (W/FUEL)	50	0.001	LIQUID PETROLEUM
C-UTIL_GAS	CONTIN. (W/G)	50	0.001	UNDERGROUND GAS LINE
C-UTIL_LIGHTING	HIDDEN (W/L)	10	0.001	UNDERGROUND AND OVERHEAD LIGHTING CABLE
C-UTIL_OTHER	VARIES	50	0.001	OTHER UNDERGROUND UTILITIES, I.E. STEAM, OIL, PETROLEUM
C-UTIL_SANITARY	CONTIN. (W/SAN)	92	0.001	SANITARY SEWER LOCATION / LOCAL & MMSD
C-UTIL_SECURITY	HIDDEN (W/AS)	30	0.001	AIRPORT SECURITY
C-UTIL_STORM	CONTIN. (W/SS)	92	0.001	STORM SEWER LOCATION
C-UTIL_TELE	HIDDEN (W/T)	30	0.001	UNDERGROUND AND OVERHEAD TELEPHONE LOCATION (INCLUDE FIBER OPTICS)
C-UTIL_WATER	CONTIN. (W/W)	160	0.001	WATER LOCATION
C-UTIL_UNDERDRAIN	DASHED (W/UN)	92	0.001	UNDERDRAIN
C-WALKS	CONTIN.	8	0.005	EDGE OF ASPHALT / STONE / CONCRETE WALKS
C-WATER_FEATURES	DIVIDE	5	0.005	EDGE OF LAGOON / LAKE / RIVER / CENTER LINE DITCH / WETLAND / MARSH

DRAFTING STANDARDS - A&E DIVISION, SITE DEVELOPMENT SECTION

<u>LAYER</u>	<u>LINETYPE</u>	<u>COLOR</u>	<u>PLOT LINESIZE</u>	<u>ITEMS INCLUDED IN LAYER</u>
C-ALT1_FEATURES	(SYMBOLS)	211	0.015	PROPOSED OBJECTS (SYMBOLS): FIRE HYDRANT, LIGHT POLE, ETC.
C-ALTERNATIVE1	CONTIN.	211	0.015	PROPOSED LINES: WALKS, CURB FLANGE, PAVEMENT EDGE, MATCH LINES, ETC.
C-ALT2_FEATURES	(SYMBOLS)	3	0.015	SAME AS ABOVE FOR SECOND ALTERNATIVE
C-ALTERNATIVE2	CONTIN.	3	0.015	SAME AS ABOVE FOR SECOND ALTERNATIVE
C-CENTER_LINE_PROP	CENTER	4	0.008	ROADWAY CENTER LINE, TRANSIT LINE, STATIONING
C-CONTOUR_PROP	DASHED	211	0.015	CONTOURS OF PROPOSED GROUND
C-CONTOUR_PROP_IDX	DASHED	211	0.015	INDEX CONTOURS OF PROPOSED GROUND
C-CONTOUR_PROP_TEXT	DASHED	211	0.015	TEXT (ELEVATION) OF PROPOSED CONTOURS
C-CURBFACE_PROP	CONTIN.	6	0.025	PROPOSED CURB FACE
C-DIMENSIONS	CONTIN.	70	0.005	DIMENSION LEADER LINES, EXTENSION LINES, DIMENSIONS
C-DETAILS	VARIES	4	0.008	DRAWING DETAILS/ DETAIL TEXT/ DETAIL DIMENSIONS
C-EASE_PROP	DASHED	6	0.025	PROPOSED EASEMENT LINES
C-EROSION_CONT_PROP	CONTIN.	41	0.003	SILT FENCE
C-LEASE_LINES_PROP	CONTIN.	7	0.005	PROPOSED LEASE LINES
C-PARKING_PROP	CONTIN.	7	0.005	PARKING SYMBOLS
C-PROF_EXIST	CONTIN.	7	0.005	EXISTING PROFILE
C-PROF_GRID	CONTIN.	2	0.001	PROFILE GRID ON 1" HORIZONTALLY AND VERTICALLY
C-PROF_PROPOSED	CONTIN.	211	0.015	PROPOSED PROFILE
C-PROF_TEXT	CONTIN.	4	0.008	PROFILE GRADES (EXISTING AND PROPOSED) / SCALE/ NOTES/ GRID ELEVATIONS
C-PROPERTY_LINE_PROP	CONTIN.	6	0.025	PROPOSED LOT/ PARCEL/ LAND DIVISION/CSM LINES
C-TEXT_PROP		211	0.015	PROPOSED TEXT FOR ALTERNATIVE 1 NOTES
C-TEXT_ROW_PROP		4	0.008	PROPOSED EASEMENT/CSM/SUBDIVISION DIMENSIONS AND BEARINGS
C-TEXT_TITLES		6	0.025	TITLES OF DRAWING VIEWS, DETAILS, ETC.
C-TEXT_TITLE_BLOCK		4	0.008	TEXT IN TITLE BLOCK
C-TITLE_BLOCK	CONTIN.	6	0.025	BORDER FOR DRAWING & TITLE BLOCK
C-UTIL_BTE_ES_PROP	HIDDEN (W/BTE)	31	0.015	UNDERGROUND COMMUNICATIONS/ FIRE & POLICE/TRAFFIC SIGNAL ETC.
C-UTIL_CABLE_TV_PROP	HIDDEN (W/TV)	31	0.015	UNDERGROUND CABLE TV LOCATION
C-UTIL_ELEC_PROP	HIDDEN (W/E)	11	0.015	UNDER GROUND AND OVER HEAD POWER LINES
C-UTIL_FAA_PROP	HIDDEN (W/FAA)	31	0.015	UNDERGROUND FAA COMMUNICATION LINES
C-UTIL_FUEL_PROP	CONTIN. (W/FUEL)	51	0.001	LIQUID PETROLEUM
C-UTIL_GAS_PROP	CONTIN. (W/G)	51	0.015	UNDERGROUND GAS LINE
C-UTIL_LIGHTING_PROP	HIDDEN (W/L)	11	0.015	UNDERGROUND AND OVERHEAD LIGHTING CABLE
C-UTIL_OTHER_PROP	VARIES	11	0.015	OTHER UNDERGROUND UTILITIES. I.E. STEAM, OIL
C-UTIL_SANITARY_PROP	CONTIN. (W/SAN)	81	0.015	SANITARY SEWER LOCATION/ LOCAL & MMSD
C-UTIL_SECURITY_PROP	HIDDEN (W/AS)	31	0.001	AIRPORT SECURITY
C-UTIL_STORM_PROP	CONTIN. (W/SS)	81	0.015	STORM SEWER LOCATION
C-UTIL_TELE_PROP	HIDDEN (W/T)	31	0.015	UNDERGROUND AND OVERHEAD TELEPHONE LOCATION (INCLUDE FIBER OPTICS)
C-UTIL_UNDERDRAIN_PROP	DASHED (W/U/N)	81	0.015	UNDERDRAIN LOCATION
C-UTIL_WATER_PROP	CONTIN. (W/W)	131	0.015	WATER LOCATION

SURVEY LINE DESCRIPTOR AND ASSUMPTIONS

<u>LAYER</u>	<u>SURVEY LINE DESCRIPTOR</u>	<u>SURVEYOR'S ASSUMPTIONS</u>	<u>ITEMS INCLUDED IN LAYER</u>
C-CENTER_LINE	CL1-4		ROADWAY CENTER LINE, TRANSIT LINE, STATIONING
C-CURBS	BOC1-4, FLNG1-4, GUT1-4		FACE OF CURB AT FLOWLINE, BACK OF CURB AT TOP ASPHALT CURB, CONCRETE CURB, STONE CURB,
C-CONCRETE_CURB & GUTTER			
C-EASEMNETS			ALL EASEMENTS, DIMENSIONS AND BEARINGS
C-FENCE	BBS1-4, FN1-4, FNCL1-4, FNIR1-4 FNPKN1-4, FNWD1-4, FNW1-4 WD1-4, TRL1-4, BRSH1-4 GRE1-4, TEE1-4		ALL FENCES: WOOD, CHAIN LINK, ETC.
C-FORESTRY			TREES, SHRUBS, PLANTER AREAS, GOLF GREENS AND TEES
C-PAVEMENT	BIT1-4, CON1-4, GR1-4		TREE/ SHRUB LINES
C-PAVEMENT_JOINTS	JT1-20		EDGE OF ASPHALT, EDGE OF GRAVEL, EDGE OF CONCRETE
C-PNTDES		EDGE OF CENTERLINE OF TREE/ SHRUB LINES	JOINTS IN CONCRETE PAVEMENT
C-PNTEST		EDGE OF	SURVEY POINT DESCRIPTION
C-PNTELE			EASTING OF SURVEY POINT
C-PNTNODE			ELEVATION OF SURVEY POINT
C-PNTNRTH			POINT TICK SURVEY POINT
C-PROPERTY_LINE	PL1-4, RWY1-4		NORTHING OF SURVEY
C-SECTION_LINE	SL1-4		LOT/ PARCEL/ LAND DIVISION LINES/ DIMENSION/ BEARINGS
C-STRUCTURE	ABUT/B1-4, ABUT/T1-4, BLD1-4 DCK1-4, DKB1-4, FDATION1-4 GAR1-4, HSE1-4, SHD1-4 WALB1-4, WALT1-4, WWL1-4		SECTION LINE, 1/4 SECTION BUILDING/ WALL/ BRIDGE/ SHELTER
C-TOPO_FEATURES			
ETC.			
C-TOPO_LINES	BRC1-4, BBK1-4, BLR1-4, GRL1-4		LIGHT POLES, UTILITY POLES, HYDRANTS, INLETS, VALVES,
BOTTOM OF BANK		BASE OF FEATURE, CL OF INLET AT GUTTER	
	L1-10, PTH1-4, PLT1-4, RR1-4 RRP1-4, S/TRP1-4, TBK1-4, TNCT1-4 BTE1-4	EDGE OF	PLANTER/ PLAY AREA/ STOCK PILE/ ETC/ TOP OF BANK/
C-UTIL_BTE_ES			
SIGNAL/ ETC		ALONG LINE MARKED BY DIGGERS	UNDERGROUND COMMUNICATIONS/ FIRE & POLICE/ TRAFFIC
C-UTIL_FAA	FAA1-4		
C-UTIL_CABLE_TV	TV1-4		UNDERGROUND FAA
C-UTIL_ELEC	BSET1-4, E1-4		UNDERGROUND CABLE TV LOCATION
C-UTIL_GAS	G1-4		UNDERGROUND AND OVERHEAD POWER LINES
C-UTIL_LIGHTING	LT1-4		UNDERGROUND GAS LINE
C-UTIL_OTHER	PPL1-4, UTIL1-4		UNDERGROUND AND OVERHEAD LIGHTING CABLE
C-UTIL_SANITARY	SAN1-4		OTHER UNDERGROUND UTILITIES, I.E. STEAM, OIL
C-UTIL_STORM	CMP1-4, PVC1-4, RCP1-4, STM1-4		SANITARY SEWER LOCATION/ LOCAL & MMSD
C-UTIL_TELE	FOC1-4, T1-4		STORM SEWER LOCATION
(INCLUDE FIBER OPTICS)			UNDERGROUND AND OVERHEAD TELEPHONE LOCATION
C-UTIL_UNDERDRAIN	UN1-4		
C-UTIL_WATER	WM1-4		UNDERDRAIN LOCATION
C-WALKS	SWA1-4, SWC1-4		WATER LOCATION
C-WATER_FEATURES	DIT1-4, LAG1-4, LAK1-4, RIV1-4		EDGE OF ASPHALT/ STONE/ CONCRETE WALKS
WETLAND/ MARSH		EDGE OF OR CENTER LINE SWALE1-4, WLD1-4, WTR1-4	EDGE OF LAGOON/ LAKE/ RIVER/ CENTER LINE DITCH/

SOFTDESK AIA LAYERS (AUTO-ARCHITECT)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Appliances	A-FLOR-APPL	9	CONTINUOUS
Case work	A-FLOR-CASE	10	CONTINUOUS
Casework tags	A-CASE-IDEN	1	CONTINUOUS
Ceiling major features	A-CLNG	5	CONTINUOUS
Ceiling objects	A-CLNG	10	CONTINUOUS
Ceiling grid	A-CLNG-GRID	5	CONTINUOUS
Columns	S-COLS	4	CONTINUOUS
Construction tags	A-CONS-IDEN	1	CONTINUOUS
Demolition tags	A-DEMO-IDEN	1	CONTINUOUS
Doors	A-DOOR	10	CONTINUOUS
3D Doors	A-DOOR-ELEV	10	CONTINUOUS
Door elevation	A-DOOR-ELEV	10	CONTINUOUS
Door elevation swing	A-DOOR-ELEV-SYMB	10	HIDDEN
Door elevation swing (3D)	A-DOOR-ELEV-SYMB	10	HIDDEN
Door swing arc plan	A-DOOR-SWG	10	HIDDEN
3D Door hardware	A-DOOR-ELEV	10	CONTINUOUS
2D Door jamb	A-WALL-JAMB	8	CONTINUOUS
3D Door jamb	A-WALL-JAMB-ELEV	8	INVISIBLE
2D Door sills	A-DOOR-SILL	9	CONTINUOUS
3D Door sills	A-DOOR-SILL-ELEV	8	CONTINUOUS
Door and window blocks	A-WALL-OPEN	7	CONTINUOUS
Door and window headers	A-WALL-HEAD	15	INVISIBLE
Door tags	A-DOOR-IDEN	1	CONTINUOUS
Disabled access guides	A-AREA-INFO	8	CONTINUOUS
Electrical light ceiling	E-LITE-CLNG	11	CONTINUOUS
Electrical light wall	E-LITE-WALL	3	CONTINUOUS
Electrical switch	E-LITE-SWCH	3	CONTINUOUS
Electrical power	E-POWR-WALL	3	CONTINUOUS
Electrical communication	E-COMM-WALL	11	CONTINUOUS
Electrical control	E-CTRL-DEVC	6	CONTINUOUS
Electrical general	E-LITE	3	CONTINUOUS
Electrical tags	E-LITE-IDEN	11	CONTINUOUS
Equipment	A-EQUI	7	CONTINUOUS
Equipment tags	A-EQUI-IDEN	1	CONTINUOUS
Finish tag: Base	A-WALL-IDEN	1	CONTINUOUS
Finish tag: Ceiling	A-CLNG-IDEN	1	CONTINUOUS
Finish tag: Floor	A-FLOR-IDEN	1	CONTINUOUS
Finish tag: Combo	A-WALL-IDEN	1	CONTINUOUS
Finish tag: Wall	A-WALL-IDEN	1	CONTINUOUS
2D Fireplace	A-FLOR-FIRE	9	CONTINUOUS
3D Fireplace	A-FLOR-FIRE-ELEV	9	CONTINUOUS
3D Fireplace hearth	A-FLOR-FIRE-ELEV	9	CONTINUOUS
3D Fireplace mantle	A-FLOR-FIRE-ELEV	9	CONTINUOUS
2D Chimney	A-ROOF-CHIM	9	CONTINUOUS
3D Chimney	A-ROOF-CHIM-ELEV	9	CONTINUOUS

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Framing members	S-FRAM	4	CONTINUOUS
Framing extents	S-FRAM-DIMS	5	CONTINUOUS
Kitchen/bath counter	A-FLOR-WDWK	7	CONTINUOUS
3D Kitchen/bath counter	A-FLOR-WDWK-ELEV	7	CONTINUOUS
Plumbing fixtures	P-FIXT	6	CONTINUOUS
Plumbing tags	A-PLUM-IDEN	1	CONTINUOUS
Toilet stalls	A-FLOR-TPTN	14	CONTINUOUS
Toilet stall 2D doors	A-FLOR-TPTN	9	CONTINUOUS
Toilet stall 3D doors	A-FLOR-TPTN-ELEV	6	CONTINUOUS
Toilet accessories	A-FLOR-SPCL	2	CONTINUOUS
Floor	A-FLOR-OTLN	12	CONTINUOUS
Floor edge	A-FLOR-OTLN	12	CONTINUOUS
Floor grid	A-FLOR-GRID	12	CONTINUOUS
Foundation walls	S-FNDN	4	CONTINUOUS
3D Foundation walls	S-FNDN-ELEV	15	CONTINUOUS
Footing	S-FNDN-FOOT	7	CONTINUOUS
Footing 3D	S-FNDN-FOOT-ELEV	3	CONTINUOUS
Furniture	A-FURN	10	CONTINUOUS
Furniture tags	A-FURN-IDEN	1	CONTINUOUS
Seating tags	A-SEAT-IDEN	1	CONTINUOUS
3D Furniture	A-FURN-ELEV	10	CONTINUOUS
Office panels	A-FURN-PNLS	1	CONTINUOUS
Roof lines 2D	A-ROOF-OTLN	11	CONTINUOUS
Roof faces 3D	A-ROOF-ELEV	90	CONTINUOUS
Roof fascia & soffit 3D	A-ROOF-EDGE	20	CONTINUOUS
Roof slope information	A-ROOF-IDEN	1	CONTINUOUS
Roof gutters	A-ROOF-GUTR	9	CONTINUOUS

Room tags	A-AREA-IDEN	2	CONTINUOUS
Closet shelves	A-FLOR-WDWK	13	CONTINUOUS
Closet rods	A-FLOR-OVHD	6	HIDDEN
Site	C-PSIT	7	CONTINUOUS
Space planning	A-AREA	3	CONTINUOUS
Sprinklers	F-SPRN-CLHD	5	CONTINUOUS
Sprinkler tags	F-SPRN-IDEN	5	CONTINUOUS
Stairs	A-FLOR-STRS	2	CONTINUOUS
Stair handrails	A-FLOR-RAIL	3	CONTINUOUS
Stair risers	A-FLOR-RISR	1	HIDDEN 4
Stair 3D treads	A-FLOR-STRS-ELEV	10	CONTINUOUS
Stair 3D riser	A-FLOR-RISR-ELEV	8	CONTINUOUS
Stair 3D handrail	A-FLOR-RAIL-ELEV	9	CONTINUOUS
Stair 3D balusters	A-FLOR-BALS-ELEV	15	CONTINUOUS
Stair 3D stringers	A-FLOR-STNG-ELEV	8	CONTINUOUS
Elevator	A-FLOR-ELTR	2	CONTINUOUS
Walls	A-WALL	15	CONTINUOUS
Walls - air gap	A-WALL-AGAP	15	CONTINUOUS
Walls - 3D	A-WALL-ELEV	15	CONTINUOUS
Walls - low	A-WALL-PRHT	15	CONTINUOUS

SOFTDESK AIA LAYERS (CORE)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Masonry walls	A-WALL-MASN	2	CONTINUOUS
Wall center lines	A-WALL-CENT	1	CENTER 2
Wall hatch	A-WALL-PATT	14	CONTINUOUS
Wall jamb lines (break cap)	A-WALL-JAMB	15	CONTINUOUS
Wall 3D openings (non-vertical) JAMB 3D	A-WALL-ELEV	15	CONTINUOUS
Wall tags	A-WALL-IDEN	1	CONTINUOUS
Window glazing	A-GLAZ	13	CONTINUOUS
3D Windows	A-GLAZ-ELEV	5	CONTINUOUS
Window jamb	A-WALL-JAMB	6	CONTINUOUS
Window metal frame sill	A-GLAZ-JAMB	14	CONTINUOUS
Window sills	A-GLAZ-SILL	12	CONTINUOUS
Window footers	A-WALL-PRHT	11	CONTINUOUS
Glazing: Normal (3D)	A-GLAZ-ELEV	5	CONTINUOUS
Glazing: Special (3D)	A-GLAZ-ELEV	5	CONTINUOUS
Window and door casing (3D)	A-GLAZ-CASE	10	CONTINUOUS
Window and door trim (3D)	A-GLAZ-TRIM	10	CONTINUOUS
Window elevation	A-GLAZ-ELEV	5	CONTINUOUS
Window elevation swing	A-GLAZ-ELEV-SYMB	3	HIDDEN
Window plan swing arc	A-GLAZ	13	CONTINUOUS
Window elevation swing (3D)	A-GLAZ-ELEV-SYMB	3	HIDDEN
Window tags	A-GLAZ-IDEN	1	CONTINUOUS
Parking symbols	C-PKNG	7	CONTINUOUS
Parking stalls	C-PKNG-STRP	7	CONTINUOUS
Site utilities	C-PULT	7	CONTINUOUS
Drainage symbols	C-STRM	7	CONTINUOUS
People	A-ELEV-SYMB	7	CONTINUOUS
Plants - outdoor	L-PLNT	3	CONTINUOUS
Plants - indoor	A-FURN-PLNT	3	CONTINUOUS
Vehicles	C-PKNG-CARS	6	CONTINUOUS
Structural steel	S-FRAM	7	CONTINUOUS
Elevation (misc.)	A-ELEV	10	CONTINUOUS
Elevation mark	A-DETL	1	CONTINUOUS
Elevation text	A-DETL	1	CONTINUOUS
Section (misc.)	A-SECT	2	CONTINUOUS
Shadows	C-BLDG-PATT	8	CONTINUOUS
Thin Lines	THIN	1	CONTINUOUS
X-Fine lines	XFINE	14	CONTINUOUS
Color (halftone) lines	COLOR	6	CONTINUOUS
~Tex Layerst			
X-Fine text	TEXT XF	3	CONTINUOUS
Fine text	TEXT F	1	CONTINUOUS

SOFTDESK AIA LAYERS (CORE)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
General Use			
Heavy objects	HEVY	7	CONTINUOUS
Medium objects	MEDM	3	CONTINUOUS
Lite objects	LITE	1	CONTINUOUS
Dashed objects	DASH	1	DASHED
Hidden objects	HIDD	4	HIDDEN
Phantom objects	PHNT	3	PHANTOM
Center objects	CENT	2	CENTER
Dotted objects	DOTT	1	DOT

Divided objects	DIVI	3	DIVIDE
User text (small)	TEXT-SMAL	3	CONTINUOUS
User text (medium)	TEXT-MEDM	1	CONTINUOUS
User text (large)	TEXT-LARG	6	CONTINUOUS
Object label text	TEXT	1	CONTINUOUS

Annotation

Hatch patterns	PATT	6	CONTINUOUS
Annotation/leaders/etc.	NOTE-ANNO	4	CONTINUOUS
Annotation text	NOTE-ANNT	4	CONTINUOUS
Dimension lines	DIMS	2	CONTINUOUS
Dimension text	DIMS	1	CONTINUOUS
Plan grid lines	S-GRID	1	CONTINUOUS
Plan grid bubbles	S-GRID-IDEN	1	CONTINUOUS
Plan grid bubble text	S-GRID-IDEN	1	CONTINUOUS
Section marks	SECT-IDEN	2	CONTINUOUS
Section mark text	SECT-IDEN	2	CONTINUOUS
Detail marks	DETL-IDEN	2	CONTINUOUS
Detail mark text	DETL-IDEN	2	CONTINUOUS
Miscellaneous annotation symbol	SYMB	6	CONTINUOUS
Miscellaneous annotation text	SYMB	6	CONTINUOUS
Table annotation text	ANNTABLE	4	CONTINUOUS

Borders and Schedules

Border line	SHBD	4	CONTINUOUS
Border text (small)	SHBD-TEXT-SMAL	3	CONTINUOUS
Border text (medium)	SHBD-TEXT-MEDM	4	CONTINUOUS
Border text (large)	SHBD-TEXT-LARG	6	CONTINUOUS
Title block text (small)	SHBD-TTLB-SMAL	4	CONTINUOUS
Title block text (medium)	SHBD-TTLB-MEDM	3	CONTINUOUS
Title block text (large)	SHBD-TTLB-LARG	6	CONTINUOUS
Title text	SHBD-TTLB	1	CONTINUOUS
Title lines	SHBD-LINE	6	CONTINUOUS
Heavy schedule lines	SCHD-LINE-HEVY	6	CONTINUOUS
Schedule lines	SCHD-LINE	4	CONTINUOUS
Schedule rule lines	SCHD-LINE-RULE	5	CONTINUOUS

SOFTDESK AIA LAYERS (CORE)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Schedule text (titles)	SCHD-TEXT-TITL	6	CONTINUOUS
Schedule text (entries)	SCHD-TEXT-ENTS	1	CONTINUOUS
Schedule text (notes)	SCHD-TEXT-NOTE	3	CONTINUOUS
Legend lines	SCHD-LINE-LGND	1	CONTINUOUS
Legend text (small)	SCHD-TEXT-SMAL	4	CONTINUOUS
Legend text (medium)	SCHD-TEXTMEDM	2	CONTINUOUS
Legend text (large)	SCHD-TEXT-LARG	6	CONTINUOUS

Miscellaneous			
Reference objects	NPLT	8	CONTINUOUS
Noplot layer	NPLT	8	CONTINUOUS
Boundary lines	PLOT	6	CONTINUOUS
Zone boundaries	ZONE	6	CONTINUOUS
Match lines	PLOT	8	CONTINUOUS
Match line text	MATCHTEXT	8	CONTINUOUS

Productivity Tools Layers

Day stamp layer	DAYSTAMP	8	CONTINUOUS
Detail layer	DETL	7	CONTINUOUS

Data Link (ASG alias numbers shown in parentheses)

Hidden reference blocks (2050)	DLBASE	4	CONTINUOUS
Measured entities (2051)	DLENGTH	1	CONTINUOUS
Measured entities (2052)	DLAREA	2	CONTINUOUS
Tick marks (2053)	DLTICKS	1	CONTINUOUS
Text (2054)	DLTEXT	4	CONTINUOUS
Leaders (2055)	DLLDR	2	CONTINUOUS
Schedules (2056)	DLSCH	4	CONTINUOUS
Manual digitize (2057)	DLMD	2	CONTINUOUS

SOFTDESK AIA LAYERS (ELECTRIC)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Lighting Fixtures	E-LITE	3	CONTINUOUS
Lighting Fixture Nodes	E-LITE-NPLT	3	CONTINUOUS
Existing Layout/System	E-LITE-EXST	7	HIDDEN
Emergency Lights	E-LITE-EMER	3	CONTINUOUS
Emergency Misc. Devices	E-EMER-DEVC	3	CONTINUOUS
Emergency Exit Signs	E-EMER-SIGN	4	CONTINUOUS
Switches/Devices	E-LITE-SWCH	6	CONTINUOUS

Light Circuits/General	E-LITE-CIRC	2	CONTINUOUS
Light Circuits/Under Floor	E-LITE-CIRC-UFLR	2	HIDDEN
Light Circuits/Wall	E-LITE-CIRC-WALL	2	DASHED
Light Circuits/Cellular	E-LITE-CIRC-CELL	2	EWCELL
Light Circuits/Above Ceiling	E-LITE-CEIL	2	EWIREUP
Power Receptacles	E-POWR	5	CONTINUOUS
Power Circuits/General	E-POWR-CIRC	7	CONTINUOUS
Power Circuits/Under Floor	E-POWR-CIRC-URAC	7	HIDDEN
Power Circuits/Wall	E-POWR-CIRC-WALL	7	DASHED
Power Circuits/Cellular	E-POWR-CIRC-CELL	7	EWCELL
Power Circuits/Above Ceiling	E-POWR-CIRC-CEIL	7	EWIREUP
Tags	E-SYMB	7	CONTINUOUS
Fire Equipment	E-FIRE	1	CONTINUOUS
Control Devices	E-CRTL-DEVC	8	CONTINUOUS
Schematic Diagrams	E-1LIN	5	CONTINUOUS
Primary Equipment	E-1LIN-EQP1	7	CONTINUOUS
Secondary Equipment	E-1LIN-EQP2	2	CONTINUOUS
Primary Bus	E-1LIN-BUS1	4	CONTINUOUS
Secondary Bus	E-1LIN-BUS2	1	CONTINUOUS
Primary Feeders/General	E-1LIN-CON1	5	CONTINUOUS
Secondary Feeders/General	E-1LIN-CON2	6	CONTINUOUS
Primary Feeders/Overhead	E-1LIN-OVH1	7	DASHED
Secondary Feeders/Overhead	E-1LIN-OVH2	2	DASHED
Switchgear Box	E-1LIN-BOX	4	DASHED
Riser/Ladder Diagrams	E-1LIN-RISR	2	PHANTOM
Miscellaneous Devices	E-AUXL	7	CONTINUOUS
3D Conduit	E-POWR-CIRC-ELEV	8	CONTINUOUS
One-line Conduits & Fittings	E-POWR-COND	2	CONTINUOUS
Dimensioning	DIMS	7	CONTINUOUS
Symbols	SYMB	7	CONTINUOUS
Text	E-TEXT	7	CONTINUOUS

SOFTDESK AIA LAYERS (HVAC)

DESCRIPTION	LAYER CORE	COLOR	LINETYPE
HVAC (common layers)			
Details			
2D Air Equipment	M-DETL	7	CONTINUOUS
3D Air Equipment	M-DUCT-SUPP	3	CONTINUOUS
Water Equipment	M-HAVC-EQPM-ELEV	2	CONTINUOUS
Misc. Equipment	M-EQMP	6	CONTINUOUS
Hot Water Supply	M-EQMP	6	CONTINUOUS
Hot Water Return	M-HOTW-SUPP	1	HOTWR
Cold Water Supply	M-HOTW-RETN	2	CONTINUOUS
Cold Water Return	M-CWTR-SUPP	5	COLDWR
Gas Piping	M-CWTR-RETN	6	COLDWR
Dots	M-FUEL-GGEP	2	CONTINUOUS
Fuel Oil Supply	P-NPLT	1	DOT
Fuel Oil Return	M-FUEL-OGEP	2	CONTINUOUS
Fuel Oil Vent	M-FUEL-OGEP-RETN	1	CONTINUOUS
Pipe Fittings	M-FUEL-OGEP-VENT	2	DASHDX2
Pipe Valves	M-PIPE	6	CONTINUOUS
Piping Text	M-PIPE-VALV	6	CONTINUOUS
Controls	M-PIPE-TEXT	7	CONTINUOUS
Miscellaneous	M-CONT	6	CONTINUOUS
Misc Text	M-EQMP	6	CONTINUOUS
Existing Layout	TEXT	7	CONTINUOUS
Pneumatic Control lines	M-EXST	7	CONTINUOUS
Electrical Control lines	M-CONT-PNEU	7	PNEUM
	M-CONT-WIRE	7	CONTINUOUS
~Supply			
2D Terminals	M-HVAC-CDFF-SUPP	3	CONTINUOUS
3D Terminals	M-HVAC-CDFF-SUPP-ELEV	2	CONTINUOUS
Terminal Blow-out Arrows	M-PHVA-SYMB-SUPP	7	CONTINUOUS
Terminal Tags	M-PHVA-NOTE-SUPP	7	CONTINUOUS
Single-line duct labels	M-DUCT-NOTE-SUPP	7	CONTINUOUS
Duct Single Line	M-DUCT-1LIN-SUPP	3	CONTINUOUS
2D Duct Lining	M-DUCT-INSL-SUPP	3	DASHED
2D Duct	M-DUCT-SUPP	6	CONTINUOUS
3D Duct	M-DUCT-ELEV-SUPP	5	CONTINUOUS
2D Flexible Duct	M-DUCT-SUPP	6	CONTINUOUS
3D Flexible Duct	M-DUCT-FLEX-ELEV-SUPP	5	CONTINUOUS
Duct Labels	M-PDUC-TEXT-SUPP	7	CONTINUOUS
Duct Tags	M-PDUC-NOTE-SUPP	7	CONTINUOUS
Duct Dimemsions	M-PDUC-DIMS-SUPP	7	CONTINUOUS
Duct Accessories	M-DUCT-ACCS-SUPP	11	CONTINUOUS
Fitting Single Line	M-FITT-1LIN-SUPP	4	CONTINUOUS
2D Fittings	M-DUCT-SUPP	6	CONTINUOUS
3D Fittings	M-FITT-ELEV-SUPP	1	CONTINUOUS

Flange in Fittings	M-FITT-FLNG-SUPP	7	CONTINUOUS
Fitting Tags	M-FITT-NOTE-SUPP	7	CONTINUOUS
Center Lines	M-DUCT-CTRL-SUPP	7	CONTINUOUS
Elite/ Trane Nodes	M-DUCT-NPLT-SUPP	5	CONTINUOUS
-Return			
2D Terminals	M-HVAC-CDFF-RTRN	3	CONTINUOUS
3D Terminals	M-HVAC-CDFF-RTRN-ELEV	2	CONTINUOUS
Terminal Blow-out Arrows	M-PHVA-SYMB-RTRN	7	CONTINUOUS
Terminal Tags	M-PHVA-NOTE-RTRN	7	CONTINUOUS
Single-line duct labels	M-DUCT-NOTE-RTRN	7	CONTINUOUS
Duct Single Line	M-DUCT-1LIN-RTRN	3	CONTINUOUS
2D Duct Lining	M-DUCT-INSL-RTRN	3	DASHED
2D Duct	M-DUCT-RTRN	5	CONTINUOUS
3D Duct	M-DUCT-ELEV-RTRN	5	CONTINUOUS
2D Flexible Duct	M-DUCT-FLEX-RTRN	13	CONTINUOUS
3D Flexible Duct	M-DUCT-FLEX-ELEV-RTRN	5	CONTINUOUS
Duct Labels	M-PDUC-TEXT-RTRN	7	CONTINUOUS
Duct Tags	M-PDUC-NOTE-RTRN	7	CONTINUOUS
Duct Dimensions	M-PDUC-DIMS-RTRN	7	CONTINUOUS
Duct Accessories	M-DUCT-ACCS-RTRN	11	CONTINUOUS
Fitting Single Line	M-FITT-1LIN-RTRN	4	CONTINUOUS
2D Fittings	M-DUCT-RTRN	5	CONTINUOUS
3D Fittings	M-FITT-ELEV-RTRN	1	CONTINUOUS
Flange in Fittings	M-FITT-FLNG-RTRN	7	CONTINUOUS
Fitting Tags	M-FITT-NOTE-RTRN	7	CONTINUOUS
Center Lines	M-DUCT-CTRL-RTRN	7	CONTINUOUS
Elite/Trane Nodes	M-DUCT-NPLT-RTRN	5	CONTINUOUS
Exhaust			
2D Terminals	M-HVAC-CDFF-EXHS	3	CONTINUOUS
3D Terminals	M-HVAC-CDFF-EXHS-ELEV	2	CONTINUOUS
Terminal Blow-out Arrows	M-PHVA-SYMB-EXHS	7	CONTINUOUS
Terminal Tags	M-PHVA-NOTE-EXHS	7	CONTINUOUS
Single-line duct labels	M-DUCT-NOTE-EXHS	7	CONTINUOUS
Duct Single Line	M-DUCT-1LIN-EXHS	3	CONTINUOUS
2D Duct Lining	M-DUCT-INSL-EXHS	3	DASHED
2D Duct	M-DUCT-EXHS	4	CONTINUOUS
3D Duct	M-DUCT-ELEV-EXHS	5	CONTINUOUS
2D Flexible Duct	M-DUCT-FLEX-EXHS	13	CONTINUOUS
3D Flexible Duct	M-DUCT-FLEX-ELEV-EXHS	5	CONTINUOUS
Duct Labels	M-PDUC-TEXT-EXHS	7	CONTINUOUS
Duct Tags	M-PDUC-NOTE-EXHS	7	CONTINUOUS
Duct Dimensions	M-PDUC-DIMS-EXHS	7	CONTINUOUS
Duct Accessories	M-DUCT-ACCS-EXHS	11	CONTINUOUS
Fitting Single Line	M-FITT-1LIN-EXHS	4	CONTINUOUS
2D Fittings	M-DUCT-EXHS	4	CONTINUOUS
3D Fittings	M-FITT-ELEV-EXHS	1	CONTINUOUS
Flange in Fittings	M-FITT-FLNG-EXHS	7	CONTINUOUS
Fitting Tags	M-FITT-NOTE-EXHS	7	CONTINUOUS
Center Lines	M-DUCT-CTRL-EXHS	7	CONTINUOUS
Elite/Trane Nodes	M-DUCT-NPLT-EXHS	5	CONTINUOUS
-Other			
2D Terminals	M-HVAC-CDFF-OTHR	3	CONTINUOUS
3D Terminals	M-HVAC-CDFF-OTHR-ELEV	2	CONTINUOUS
Terminal Blow-out Arrows	M-PHVA-SYMB-OTHR	7	CONTINUOUS
Terminal Tags	M-PHVA-NOTE-OTHR	7	CONTINUOUS
Single-line duct labels	M-DUCT-NOTE-OTHR	7	CONTINUOUS
Duct Single Line	M-DUCT-1LIN-OTHR	3	CONTINUOUS
2D Duct Lining	M-DUCT-INSL-OTHR	3	DASHED
2D Duct	M-DUCT-OTHR	3	CONTINUOUS
3D Duct	M-DUCT-ELEV-OTHR	5	CONTINUOUS
2D Flexible Duct	M-DUCT-FLEX-OTHR	13	CONTINUOUS
3D Flexible Duct	M-DUCT-FLEX-ELEV-OTHR	5	CONTINUOUS
Duct Labels	M-PDUC-TEXT-OTHR	7	CONTINUOUS
Duct Tags	M-PDUC-NOTE-OTHR	7	CONTINUOUS
Duct Dimensions	M-PDUC-DIMS-OTHR	7	CONTINUOUS
Duct Accessories	M-DUCT-ACCS-OTHR	11	CONTINUOUS
Fitting Single Line	M-FITT-1LIN-OTHR	4	CONTINUOUS
2D Fittings	M-DUCT-OTHR	3	CONTINUOUS
3D Fittings	M-FITT-ELEV-OTHR	1	CONTINUOUS
Flange in Fittings	M-FITT-FLNG-OTHR	7	CONTINUOUS
Fitting Tags	M-FITT-NOTE-OTHR	7	CONTINUOUS
Center Lines	M-DUCT-CTRL-OTHR	7	CONTINUOUS
Elite/Trane Nodes	M-DUCT-NPLT-OTHR	5	CONTINUOUS

SOFTDESK AIA LAYERS (PLUMBING)

DESCRIPTION	LAYER CORE	COLOR	LINETYPE
~PLUMBING FIXTURES		Fixtures	P-SANR-FIXT 7
CONTINUOUS		Fixture Connection DCW	P-SANR-CONTINUOUS
FIXT-DCW	4	Fixture Connection DHW	P-SANR-CONTINUOUS
FIXT-DHW	1		
Fixture Connection Waste	P-SANR-FIXT-DWV	3	CONTINUOUS
Roof Drains	P-STRM-RFDR	6	CONTINUOUS
Toilet stalls	A-FLOR-TPTN	14	CONTINUOUS
Toilet stall 2D doors	A-FLOR-TPTN	9	CONTINUOUS
Toilet stall 3D doors	A-FLOR-TPTN-ELEV	6	CONTINUOUS
Toilet accessories	S-FLOR-SPCL	2	CONTINUOUS
Slope Lines	A-ROOF-SLOP	4	DASHED
Kitchen/bath counter	A-FLOR-WDWK	7	CONTINUOUS
3D Kitchen/bath counter	A-FLOR-WDWK-ELEV	7	CONTINUOUS
~PIPING MISCELLANEOUS+FITTING & APPURTENANCES			
Piping Miscellaneous	P-MISC	2	CONTINUOUS
Symbols & Appurtenances	P-PIPE-MISC	2	CONTINUOUS
Fitting Ticks	P-PIPE-MISC	2	CONTINUOUS
Double Line Piping	P-PIPE-SECT	1	CONTINUOUS
Sprinkler Label Text	F-SPRN-TEXT	5	CONTINUOUS
Pipe Label Text	P-PIPE-TEXT	7	CONTINUOUS
Plumbing Notes Text	P-MISC-NOTE	7	CONTINUOUS
Dots	P-MISC-DOT	1	DOT
Valves	P-PIPE-VALV	6	CONTINUOUS
Fire Prot. Symbols & Appurtenances	F-SPRN-SMBL	3	CONTINUOUS
Fire Prot. Fitting Ticks	F-SPRN-MISC	1	CONTINUOUS
Fire Prot. Valves	F-SPRN-VALV	1	CONTINUOUS
~PIPE LINES			
Domestic Cold Water	P-DOMW-PIPE-COLD	4	DCW
Chilled Water Supply	P-DOMW-PIPE-CHLS	4	CONTINUOUS
Chilled Water Return	P-DOMW-PIPE-CHLR	4	CONTINUOUS
Domestic Hot Water	P-DOMW-PIPE-HOTW	1	DHW
Domestic Hot Water Recirc	P-DOMW-PIPE-HOTC	2	DHWR
Heating Water Supply	P-DOMW-PIPE-HOTS	7	CONTINUOUS
Heating Water Return	P-DOMW-PIPE-HOTR	7	CONTINUOUS
Steam Supply	P-STEM-PIPE-SUPP	6	CONTINUOUS
Steam Return	P-STEM-PIPE-RETN	6	DASHED
Condensate Return	P-COND-PIPE	6	DASHED
Sanitary Waste	P-SANR-PIPE	3	CONTINUOUS
Sanitary Vent	P-SANR-PIPE-VENT	3	VENT
Acid Waste	P-ACID-PIPE	6	CONTINUOUS
Acid Vent	P-ACID-PIPE-VENT	6	VENT
Roof Water	P-STRM-PIPE	3	CONTINUOUS
Gas	P-GASX-PIPE	2	CONTINUOUS
Liquified Petroleum Gas	P-LPGS-PIPE	2	CONTINUOUS
Compressed Air Piping	P-CAIR-PIPE	3	CONTINUOUS
Vacuum	P-VACM-PIPE	2	CONTINUOUS
Oxygen	P-OXYG-PIPE	3	CONTINUOUS
Nitrous Oxide	P-NITR-PIPE	4	CONTINUOUS
Gasoline	P-PETR-PIPE	6	CONTINUOUS
Fuel Oil Supply	P-FUEL-PIPE-SUPP	2	CONTINUOUS
Fuel Oil Return	P-FUEL-PIPE-RETN	2	CONTINUOUS
Fuel Oil Vent	P-FUEL-PIPE-VENT	2	DASHEDX2
Site Piping	P-SITE-PIPE	4	CONTINUOUS
Fire Prot. General	F-STAN	3	CONTINUOUS
Fire Prot. Sprinkler	F-SPRN-PIPE	3	CONTINUOUS
Unspecified Pipe with Text	P-PIPE-TEXT	7	CONTINUOUS
~ISOMETRIC RISER PIPING + FITTINGS + APPURTENANCES			
Iso-Riser Waste Pipe	P-ISAN-PIPE	7	CONTINUOUS
Iso-Riser Vent Pipe	P-ISAN-PIPE-VENT	7	VENT
Iso-Riser Storm Pipe	P-ISTM-PIPE	7	CONTINUOUS
Iso-Riser Domestic Cold Wtr	P-IDOM-PIPE-COLD	7	DCW
Iso-Riser Domestic Hot Wtr	P-IDOM-PIPE-HOTW	7	DHW
Iso-Riser Domestic Hot Recirc	P-IDOM-PIPE-HOTC	7	DHWR
Iso-Riser Valve	P-IPIP-VALV	7	CONTINUOUS
Iso-Riser Fitting	P-IPIP-MISC	7	CONTINUOUS
Iso-Equipment	P-IEQP	7	CONTINUOUS
Iso-Equipment Hidden	P-IEQP-HIDD	7	HIDDEN

~EQUIPMENT			
Pump	P-EQPM	7	CONTINUOUS
Aboveground Storage Tank	P-EQPM-SITE	7	CONTINUOUS
Underground Storage Tank	P-EQPM-SITE-HIDD	7	HIDDEN
Water Heater	P-EQPM	7	CONTINUOUS
Controls Symbols	P-MISC		

AutoCAD standard text set-up as follows:

Style name: STANDARD
 Font name: ROMANS
 Height: 3/32" (scale relative to drawing scale)
 EXAMPLE: at 1/8"=1'-0", the text size would be 9"
 Width factor: 0.75
 Obliquing angle: 0.00
 Backwards: NO
 Upside-down: NO
 Orientation: HORIZONTAL

AutoCAD dimensioning set-up as follows:

DIMASZ = 1/8" (arrow size)
 DIMCLRT = (2) Yellow (dimension text color)
 DIMEXO = 1/16" (extension line origin offset)
 DIMEXE = 1/16" (amount extension line extends beyond dimension line)
 DIMTAD = ON (places text above dimension line)
 DIMTIH = OFF (align text with dimension line)
 DIMTOH = OFF (aligns text with dimension line)
 DIMTS = 1/32" (tick size - only if using ticks)
 DIMTVP = 90 (controls text position based on numeric value)
 DIMSCALE = (relative to drawing scale)
 DIMENSION LINE COLOR = BYLAYER
 EXTENSION LINE COLOR = BYLAYER
 DIMENSION TEXT COLOR = 2 (Yellow)
 TOLERANCE HEIGHT = 3/32"

- Name the dimension style "STANDARD" when the settings have been completed.

- PLEASE DO NOT EXPLODE DIMENSIONS

EXAMPLES:



MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES

COMPLETE LISTING OF SUBCONSULTANTS

(To Be Completed by Prime Consultant)

Date _____

Project Title _____

Project Number _____

Prime Consultant _____

In the execution of the subject Prime Consultant Agreement, I/We propose to use the following Sub-consultant Firms/Individuals:

Name of Firm, No. Address	Type of Service	Principal Contact
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For Prime Consultant:

For Milwaukee County
Department of Administrative Services:

Approved (No's): _____

REJECTED/RESUBMIT

Signature _____

(No's): _____

Name _____

Signature _____

Title _____

Name _____

Title - Project Manager _____

Date _____

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES**

SUBCONSULTANT COMPLIANCE CERTIFICATION

Date _____

Project Title _____

Project Number _____

Prime Consultant _____

This is to certify that I/We:

Name of Sub-consultant

Address

Shall provide the following Sub consulting Services to the above named Prime Consultant:

Type of Services

We also certify, that if we are approved for this project, we shall be bound by all applicable terms and conditions - including "Audit and Inspection of Records" requirements - as listed for the Prime Consultant. No work will be started until we have an executed Agreement with the Prime Consultant incorporating all of the above requirements.

For Sub-consultant:

Signature

Name

Title

MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES
CONSULTANT AGREEMENT CLOSEOUT CHECKLIST

Consultant: _____

Project: _____ Project No. _____

Agreement (contract) No. _____ Effective Date _____

C.B. File No. _____ Reference No. _____ Account No. _____

Type Agreement: A:____ B:____ (Annual) C:____ D:____

Consultant Selection Documentation in File _____ Yes _____ No

These deliverable items from the consultant must be in the AE&ES Project (JOB) File:

- ☐ A. Final Project Program Report (Sec. 3.1.3)
(Scope of project as agreed by all parties)
- ☐ B. Final Estimate of Probable Construction Costs (Sec. 3.4.2)
(Submitted before bid process begins)
- ☐ C. Copies of all State and Local Plan Examination approvals and receipts for paid
Application fees (Sec. 3.5.2.2)
- ☐ D. Project Manual and all addendum originals (Sec. 3.4.2, 3.5.2.3)
- ☐ E. Written recommendation as to Substantial Completion and final acceptance of the
Project (Sec. 3.6.2, 5.4.1.1) (AIA Form G704)
- ☐ F. Written confirmation of compliance of the Work with Contract Documents
(Sec. 3.6.2) (WI Commercial Bldg. Code, Form SBDB-9720)
- ☐ G. Final updated cost loaded schedule (Attachment "G-1")
- ☐ H. Record documents (Attachment "H-1") are accessible and useable _____
(Arnold Freeman)
- ☐ I. Operation and maintenance manuals and data (Consultant Approved)
- ☐ J. Confirmation of Site Clean-up (i.e., environmental or geotechnical soil cuttings,
purge water)
- ☐ K. DBE Participation (Attach Approved Final Utilization Report): DBD-016PS
DBD-018PS

All of the above items applicable to this project have been submitted.

Prime Consultant Signature _____

County Project Manager Approval: _____ Date: _____

Score: _____

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
CONSULTANT EVALUATION FORM**

Consultant Name: _____
Consultant P.M. _____
Project Title: _____
Project No.: _____ Contract No: _____
Date of Evaluation: _____
Evaluation Form Completed By: _____

Basic Services Provided By the Consultant:

Please circle appropriate response

Performance Assessment:

I Quality of Work:

- (4) Satisfied/Above Average
- (3) Acceptable/Average
- (2) Marginally Acceptable/Below Average
- (1) Unacceptable

Comments:

II Adherence to Schedule/Timeliness/Responsiveness:

- (4) Satisfied/Above Average
- (3) Acceptable/Average
- (2) Marginally Acceptable/Below Average
- (1) Unacceptable

Comments:

III Budget Management/DBE Compliance:

- (4) Satisfied/Above Average
- (3) Acceptable/Average
- (2) Marginally Acceptable/Below Average
- (1) Unacceptable

Comments:

Additional comments:

Composite Score = I + II + III / 3

IN WITNESS WHEREOF, This Agreement executed the date and year first above written.

FOR: MILWAUKEE COUNTY

BY CONSULTANT

Pat Farley, Director
Department of Administrative
Services

Date

Consulting Firm's Name

Date

Title

Gregory G. High, Director
DAS - Architecture, Engineering
and Environmental Services

Date

Signature

Witnessed by

REVIEWED AS TO INSURANCE REQUIREMENTS

Triggs Shirley
Risk Manager

Date

If Principal is a Corporation
IMPRINT CORPORATE SEAL

**REVIEWED AS TO DISADVANTAGED
BUSINESS ENTERPRISE REQUIREMENTS**

Approved with regards
To County Ordinance Chapter 42

Director
Disadvantaged Business Development

Date

**Approved as to form and
independent contractor status
by Corporation Counsel**

Tim Karaskiewicz
Corporation Counsel

Date

CB File No. _____

